

**Job Title/Position:** Events and Placemaking Manager

**Department:** Engagement

**Reports to:** Vice President of Engagement and Business Development

**Status:** Full-time, non-exempt.

## **JOB DESCRIPTION**

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### **Job summary**

Are you a creative, collaborative and highly organized event planner with a passion for the Downtown Raleigh community? Downtown Raleigh Alliance (DRA) seeks an experienced and strategic events professional to lead downtown community activations, placemaking efforts, and business-focused events. With a focus on experiences, the Manager will lead the planning and execution of both short-term and long-term installations and activations such as DRA's Illuminate Art Walk, First Friday, Annual Tree Lighting and Moore Square Market. The Manager will also bring creative ideas and help develop a strategy for new impactful programs and events for downtown employees, residents and visitors as part of bringing Downtown Raleigh back to life.

**Email resumes to Kathleen Louis at [kathleenlouis@downtownraleigh.org](mailto:kathleenlouis@downtownraleigh.org).**

### **Responsibilities/Essential Functions:**

- Lead the event planning and manage all logistics for DRA's events including managing timeline, permits, community partners, vendor management, collaborating with marketing and communications and day-of leadership. DRA's current planned major activations include Moore Square Market, Jazz in the Square, Outdoor Office, Tree Lighting and Illuminate.
- Leverage partnerships to develop unique, high impact activations across downtown to appeal to stakeholders including residents, employees, visitors.
- Support planning and logistics for DRA's State of Downtown annual event.
- Develop and implement creative ideas to activate downtown public spaces through strategic placemaking.
- Manage part-time event coordinators to support weekend/evening events and volunteers, as needed.

### **Education and Certifications:**

- Bachelor's degree
- 3-5 years of event planning/management experience

### **Skills and Capabilities:**

- Process and detail-oriented with very strong organization, planning and time management skills; ability to manage time with multiple simultaneous projects while keeping an attention to detail
- Strong written and verbal communications skills
- Ability to identify and cultivate strategic partnerships

- Self-motivated and results-driven with an entrepreneurial mindset
- Possess strong level of curiosity and be community-driven
- Highly collaborative team player
- Thrive in fast-paced environment
- Big picture thinker and detail-oriented
- Be willing to engage with and be passionate about helping the downtown Raleigh community

**Physical Requirements:**

- Ability to work flexible hours (some nights and weekends).
- Prolonged periods sitting at a desk and working on a computer.
- Valid drivers license. Required to drive DRA pick-up truck as needed for events
- Must be able to lift up to 15 pounds at times.

**Travel required (if applicable):** N/A

**Other duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Compensation**

The Events and Placemaking Manager is a non-exempt employee. Compensation shall be commensurate with experience and will qualify for a generous benefits package to include health, dental, and retirement contributions. Vacation and sick time are also included.

**Position Environment**

The Events and Placemaking Manager is able to work a hybrid schedule at this time, with a mix of in-office (following health and safety precautions) and remote work. The requirement of in-person work is likely to change in the future with the likelihood of maintaining some flexibility.

DRA is an equal opportunity employer and is committed to complying with State and Federal laws including fair employment practice laws, which provide equal opportunity in employment to all persons regardless of race, color, national origin, sex, age, religion, veteran status, or disability.

**EEO statement:** We are an equal employment opportunity employer and do not discriminate against any person because of race, color, creed, religion, national origin, political affiliation, sex, gender identity or expression, sexual orientation, age, disability, genetic information, or other reasons prohibited by law (referred to as "protected status"). This nondiscrimination and opportunity policy extends to employment, use of all company facilities, membership, board service and leadership, volunteerism, participation in any of the organizations programs or services and all employment actions such as promotions, compensation, benefits and termination of employment.