

Job Description: Event Operations Manager

MZA Events is seeking motivated and enthusiastic individuals to join our team as Event Operations Manager. MZA Events is an innovative and detail-oriented event production and fundraising company. We seek to produce every event with integrity, efficiency, precision, and passion.

Since 1984, MZA has produced, co-produced, or consulted more than 200 events for a variety of organizations and causes in numerous cities throughout the United States. Its innovative and detail-oriented approach to event production and fundraising has achieved consistent – and remarkable – results.

Best known for its work in confronting the HIV/AIDS epidemic, MZA created the world's first AIDS Walk (Los Angeles) in 1985. Within 2 years, MZA had also founded AIDS Walk New York and AIDS Walk San Francisco. All three AIDS Walks remain highly successful to this day at generating millions of dollars and vast public support. MZA Events is also contracted to produce portions of the NYC Marathon and other events.

Position Details:

Status: Full-time, ongoing

Start Date: Immediately

Hours: Monday through Friday, 9 a.m. – 6 p.m. Some weekends and long hours are required during Week of Event. Must live close enough to work out of NYC office.

Summary of duties and responsibilities:

The Event Operations Manager will solicit in-kind donations of products and services that support event production, recruit and manage volunteers, manage all event logistics, plan a pre-event reception, and coordinate route entertainment and checkpoint menus for the Day-of-Event. We are seeking ambitious, energetic candidates who possess the ability to remain poised under tight deadlines, like to work as part of a team but can also excel with individual tasks, are detail-oriented and have exceptional communication and organizational skills. The Event Operations Manager must thrive in a fast-paced workplace and be willing to work long hours when necessary. This position functions as a liaison between AIDS Walk and all City Agencies. The Event Operations Manager is responsible for developing and implementing plans for the Walk Route and Venue and secures permits and road closures. **EXTENSIVE EXPERIENCE WITH LARGE SCALE OUTDOOR EVENTS A MUST**, or please do not apply.

Primary duties and responsibilities:

- Manage the Supervisor of Event Operations with logistical items such as; map creation, acquiring certificates of insurance, processing and securing of all city permits, developing venue and route set-up plan.
- Facilitate the trucking logistics and scheduling of all deliveries and the loading/unloading of event product and materials in the days prior to the event and immediately following.
- Solicit all food and beverage donations for various areas, including but not limited to evening office volunteers, pre-event receptions, Day-of-Event food for volunteers, staff, and checkpoints, staff food for the week of the event.
- Manage in-kind donation outreach and execution for fundraising & registration incentives, Day-of-Event supplies, hotel room nights and ground transportation.
- Coordinate pre-event Kick-Off Reception including venue, catering, invitations, gift bags, and décor from concept to completion.
- Plan and oversee the functionality of checkpoints on the Day-of-Event.
- Book and supervise route entertainment for Day-of-Event including radio stations, local performers etc.
- Recruit and manage approximately 2,000 volunteers for general daily office needs, phone recruitment, large mailings, sign making and Day-of-Event.
- Maintain the volunteer database to pull weekly statistics and data for weekly eblasts.
- Supervise volunteer phone bank efforts on an as needed basis – may include evening hours.
- Build relationships with volunteer organizations including schools and community groups to recruit new areas of volunteers.
- Support various campaign functions including event set-up/break-down and promotion.

- Supervise others in department as well as assigned intern(s).
- Perform other related duties as assigned.
- Arrange and attend all necessary meetings with the city, police, parks, vendors, etc.
- Develop and maintain city and vendor relationships
- Secure/rent all event-related services and supplies at lowest possible cost
- Plan new or revamp existing walk route, and venue logistics, as needed
- Supervise venue set-up and break-down
- Devise Day-of-Event monitor, delineator and crowd control plan
- Organize delivery/pick-up of all event-related materials.
- Create new plan of operations
- Communicate event related details to staff
- Orientate crowd control, monitor, and delineator key volunteers and perform route review
- Design, manage, and maintain week-of-event itinerary
- Assist office manager with assembling supplies/packing lists for crowd control, radio base, monitors, checkpoints, and delineators.
- Manage Stand Placement: update documents, schedules and hold phone and in-person interviews
- Recruit volunteers for all AWLA needs including: general daily and evening volunteers, phone recruitment, large mailings, canvassing festivals, team production cocktail hour, sign making and day-of-event.

Qualifications and experience:

- A minimum of five years managing event operations for community events and/or larger projects and/or working with large scale OUTDOOR event logistical efforts.
- Bachelor's degree or combination of education and relevant experience preferred to ensure preparedness for duties enumerated above.
- Ability to work effectively with a wide variety of individuals, including volunteers, staff, donors, and the public.
- Required skills in Windows, Microsoft Suite, Adobe Acrobat, social media and internet research.
- Experience working with the public and ability to project a positive image of each client's event.
- Experience soliciting in-kind donations, in a timely and professional manner.
- Proven organizational skills and experience working in a fast-paced environment.
- Must possess excellent verbal and written skills.
- Ability to lift 25lbs.
- Comfortable with various database systems and/or the ability to quickly learn new systems.
- Sensitivity to cultural and personal differences in age, ethnicity, sexuality and lifestyle.
- Experience creating maps and other graphic items a plus.
- Experience acquiring and managing vendor relationships.
- Valid Driver's License and experience driving 15 foot+ trucks preferred.
- Forklift certified is a plus.

Benefits:

- 100% Employer Paid Top of the Line Health, Vision and Dental Insurance
- Long Term Disability + Life Insurance
- 401K with Employer Match

Salary: DOE