

SPECIAL EVENTS OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THIS CLASS: The primary responsibility of the incumbent in this position is to support the strategic planning, execution and oversight of City of Albany events, as well as responsible for designing, implementing and managing entertainment options within the City of Albany. Under the direction of the Director of the Office of Cultural Affairs, the incumbent manages the functionality, layout and logistical needs of events, primarily for the Office of Cultural Affairs and for external departments within the City, as needed. Key to this position is a knowledge of technical live production to produce content for live and pre-recorded interdepartmental and external social media campaigns and virtual events. Supervision may be exercised over vendor/volunteer programs and staff.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, implements and manages programming and operation of events;
- Provides coordination for creative planning, talent research, agent outreach, fee negotiation and contract review;
- Advances performance riders, including, but not limited to, accommodations, hospitality, transportation and on-site coordination;
- Develops and manages multiple timelines and task lists for simultaneous events throughout the calendar year;
- Liaises with external departments and organizations, as needed;
- Manages Program Aide, responsible for vendors and volunteers onsite at events;
- Scouts locations and identify best layouts for events and press conferences, etc.;
- Assists in the set up and breakdown of Cultural Affairs site equipment (i.e. tables, signs, stage, etc.);
- Identifies new potential programs and event collaborations within the community;
- Provides formal recommendations for upgrading and improvements of events and programs;
- Researches entertainment and operations of comparable festivals across the nation;
- Adheres and maintains annual budget;
- Identifies and implements cost saving measures;
- Maintains files;
- Enters and retrieves information in an automated information system;
- Attends each event as required;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Self-motivated with the ability to consistently lead projects and meet project deadlines, in a fast paced, production driven environment;
- Ability to work in high-pressure situations;
- Good knowledge of community resources and facilities;

- Good knowledge of planning large scale events;
- Good knowledge of computer programs and software applications;
- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of technical live production and equipment;
- Experience with various social media platforms;
- Excellent organizational skills;
- Excellent interpersonal and communication skills;
- Excellent public speaking and communication skills;
- Ability to plan and supervise the work of others;
- Ability to deal calmly and effectively with co-workers, vendors, volunteers and the public;
- Ability to work independently;
- Ability of understand and follow oral and written instructions;
- Outgoing personality;
- Willingness to work outside in all types of weather and conditions;
- Tact;
- Courtesy;
- Resourcefulness;
- Reliability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s and three (3) years of fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; OR
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree and five (5) years fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; OR
- C. Graduation from high school or possession of a high school equivalency diploma and seven (7) years fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; OR
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.

SPECIAL REQUIREMENTS:

This position will require an incumbent to work flexible hours including weekends and holidays and to work in adverse weather conditions.