



Special Events Manager

The Downtown Dayton Partnership is seeking a motivated and energetic Special Events Manager with a minimum of 2 -4 years of experience to join our team. The ideal candidate must be very organized, creative and detail oriented. Event experience is a must. Strong communication skills are critical. This position is a great opportunity for the right person to manage some of downtown's signature events.

Responsibilities:

- Manage all day-to-day coordination and execution efforts for The Square is Where (noontime entertainment on Courthouse Square), Art in the City and other Summer in the City events, the Dayton Holiday Festival, and other miscellaneous events through the year
 - Includes, but is not limited to: planning all logistics for the event, recruiting and training volunteers, hiring entertainment and vendors, negotiation of pricing, invoicing and paying performers/vendors, and working professionally with a variety of people including business owners, artists, sponsors, officials, etc.
- Track expenditures and keep a meticulous budget for each event
- Recommend and implement program strategies, keeping the events fresh and fun
- Manage relationships with partner organizations to produce and execute the events
- Work with the DDP marketing team to develop and implement promotional strategies for the events
- Assist with the development and implementation of funding strategies
- Manage other miscellaneous projects and events for the DDP
- Manage a college intern
- Be creative and have fun with the events!

If you are interested in managing these events and helping to strengthen our downtown, please apply to Special Events Manager, Downtown Dayton Partnership, 10 W. Second Street, Suite 611, Dayton, Ohio 45402, or send your resume to turner@downtowndayton.org.