

SHORT NORTH ALLIANCE

ADMINISTRATIVE OFFICE

875 N. High St, 3rd Floor
Columbus, OH 43215

P/ 614.299.8050

UPDATED 12.9.21

Short North Alliance Events & Special Projects Manager Job Description

Overview

The Short North Alliance Events and Projects Manager is responsible for managing events and special projects of the Short North Alliance.

This position reports to the Deputy Director of Affinity & Advancement and the Deputy Director of Projects & Operations of the Short North Alliance.

Roles & Responsibilities

50% of Time: Event Management

- Works with the Deputy Director of Affinity and Advancement to manage these key aspects of the planning and implementation of the annual Short North Gala: administrative organization, registration, event logistics, event timeline, vendor and performer selection and contracts, ticketing/table management, sponsor benefits fulfillment, volunteer recruitment & training, payments to vendors, and budget reconciliation.
- Works with the Deputy Director of Affinity and Advancement to manage these key aspects of the planning and implementation of HighBall Halloween: administrative organization for event logistics, programming, vending, and volunteers; event timelines; event committee and team meetings; event staff; vendor and performer prospecting and contracts; ticketing; sponsor benefits fulfillment; VIP and private party logistics; payments to vendors; and budget reconciliation.
- Works with the Deputy Director of Affinity and Advancement to manage these key aspects of the monthly Short North Arts District Gallery Hop: performer/vendor outreach, review, placement, and permitting of monthly vendor and performer applicants, GCAC performer bookings, and all facets of day of operations; secures necessary permits and licenses from the City of Columbus; schedules support staff; trouble shoots day of issues; and collects Gallery Exhibit and District-wide special events information for distribution by the Marketing & Creative Services Manager each month.
- Works with the Deputy Director of Affinity and Advancement to manage all the following for Holiday Hop and seasonal Holiday Events and Promotions: performer/vendor outreach, review, placement, and permitting of holiday vendor and performer applicants, GCAC performer bookings; coordinates event logistics; manages vendor prospecting, contracts; and payments & budget reconciliation.
- Works with the Deputy Director of Affinity and Advancement to manage various aspects of logistics and implementation for new Short North Arts District-serving events and promotions as they arise.



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- Works with the Deputy Director of Affinity and Advancement to manage various aspects of logistics and implementation for new events and promotions in the Fifth Avenue and Fourth Street Special Improvement District area as they arise.

50% of Time: Special Projects Management

- Works with the Deputy Director of Projects and Operations to support the logistics and implementation of Short North Alliance-led public art projects.
- Works with the Deputy Director of Projects and Operations to support distribution and analysis of surveys conducted by the Short North Alliance or support research on key issues that may impact the delivery of programs and services of the Short North Alliance.
- Works with the Deputy Director of Projects and Operations to support logistics, fulfillment, and data tracking for Parking & Transportation Programs.
- Works with the Deputy Director of Projects and Operations to support logistics and service delivery of ambassador, landscaping, streetscape maintenance, arch maintenance, or other operations vendors.
- Maintains information on all pedestrian counts, available event spaces, parking options, transit options, hotels, and other resources or key, non-constituent datasets maintained by the Short North Alliance.
- Attends and supports the Short North Alliance team at all Short North Alliance events and serves as representative of the Short North Alliance in the community.
- Hires, supervises, and develops projects for the Short North Alliance Interns.
- Other duties as assigned.

Education, Experience, and Qualifications

- A four-year degree from an accredited college or university in Arts Administration, Business, Communications, Hospitality Management, Non-Profit Administration, or related field.
- At least three years of full-time equivalent work experience in Event and Project Management or related field.
- Past volunteer or work experience related to outdoor festival management.
- Understanding of third-party, web-based donor or event management tools such as Mailchimp, Eventbrite, All Seated and Fundraising Management Software (such as Bloomerang, Blackbaud, Salesforce) or the equivalent).
- Experienced in the following: MS Office Suite, Mac OS, Adobe Creative Suite, G Suite, WordPress, and various Social Media Platforms.
- Day, evening, weekend, and on-call availability.
- Possesses reliable transportation and a valid Ohio driver's license.



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Core Competencies

- Highly motivated, proactive, organized, detail-oriented self-starter and team player adept at multitasking and working toward deadlines in a fast-paced, collaborative, always evolving work environment, who can anticipate the needs and demands of complex events.
- Possess exceptional interpersonal communication skills and is comfortable communicating and engaging with an extremely broad mix of constituents (including donors; volunteers; business and property owners; and creatives).
- Possesses an understanding of arts, cultural, festival and neighborhood-based non-profits in Columbus.
- Has an established connection to and passion for the Short North Arts District community and surrounding neighborhoods.
- Proven ability to problem solve and work diplomatically.

Application Instructions

Interested applicants should send a resume, cover letter, salary requirements, and list of 3 references electronically in MS Word or Adobe PDF format to employment@shortnorth.org by **Sunday, January 9, 2022 at 11:59 PM** with the Subject: ***Short North Alliance Events and Projects Manager Application - Your Name***. No phone calls will be accepted. Applicants invited for interviews should be prepared to share a portfolio of past work.

Target start date is Monday, February 7 or sooner.

About the Short North Alliance

The Short North Alliance (SNA) is a 501(c)3 non-profit organization serving business owners, property owners, and residents of the High Street, East 5th Avenue, and North Fourth Street commercial corridors and the Short North Arts District.

Our mission: To nurture the Short North Arts District, High Street, East 5th Avenue, and North Fourth Street commercial corridors as vibrant, creative, and inclusive communities and leading arts destinations.

Our work: The Short North Alliance supports one of most treasured neighborhoods and visitor destinations in Columbus by leading clean and safe programming, presenting some of the most longstanding Short North Arts District events (Gallery Hop, HighBall Halloween, etc.), managing beautification projects, spearheading public art programs, and overseeing marketing, communications, visitor supporting programs, and community advocacy for the over 4 million annual visitors and the 400 businesses and 700 property owners who call the Short North and Fifth Avenue and Fourth Street Special Improvement District areas home.

Learn more about us at shortnorth.org and fifthandfourth.org.

The Short North Alliance is an equal opportunity employer.

