

SHORT NORTH ALLIANCE

ADMINISTRATIVE OFFICE

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

P/ 614.299.8050

SAFETY OFFICE

1181 Mt. Pleasant Ave
Columbus, OH 43215



Short North Alliance | Events & Experiences Manager Job Description

Overview

The Short North Alliance Events and Experiences Manager is responsible for managing events and experiences of the Short North Alliance.

This position reports to the Director of Advancement and the Executive Director of the Short North Alliance.

Roles & Responsibilities

80% of Time: *Event Management*

- Works with the Director of 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 Director of 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 Director of 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 marketing and communications teams each month.
- Works with the Director of 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 Director of Advancement to manage various aspects of logistics and implementation for new Short North Arts District-serving events and promotions as they arise.
- Works with the Director of Advancement to manage various aspects of logistics and implementation for Go Fourth! and other new events and promotions in the Fifth Avenue and Fourth Street Special Improvement District area as they arise.

SHORT NORTH ARTS DISTRICT

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25% of Time: Meetings, Experiences, and Placemaking Support

- Works with the Director of Advancement to manage these key aspects of the planning and implementation creative placemaking, affinity programs, or other new and evolving arts-based experiences.
- Works with the Executive Director to manage these key aspects of the planning and implementation by monthly board meetings of the Short North Alliance, Short North Special Improvement District, Fifth Avenue and Fourth Street Special Improvement District, and the annual Short North Alliance Board Retreat.
- 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.

Minimum Skills 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 Development Management or related field.
- Past volunteer or work experience related to outdoor festival management.
- Strong understanding of third-party, web-based donor or event management tools such as Mail Chimp, Eventbrite, All Seated and Fundraising Management Software (such as Blomerang, Salesforce, or Blackbaud) or related programs.
- 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.

Desired Skills and Qualifications

- 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, and anticipating the needs and demands of complex events.
- Loves to live in the weeds of the nitty gritty, developing chaos-organizing processes and systems, and managing all matters major and minute.
- 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, culture, 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.



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Application Instructions

Interested applicants should send a resume, cover letter, salary requirements, and list of three (3) references electronically in MS Word or Adobe PDF format to employment@shortnorth.org by **Friday, January 5 at 11:59 PM** with the Subject: ***Short North Alliance Events and Experiences Manager - Your Name.***

Applicants invited for interviews should be prepared to share information and examples of past work experience. **Target start date is Monday, January 29, 2024.**

No phone calls will be accepted.

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 300 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.

