

Events Manager

Job Title: Events Manager

Reports To: Executive Director

FLSA Status: Exempt/Full Time

Please email a cover letter, resume and salary requirements to Andrew Health at andrew@downtownbentonville.org

About DBI

DBI works to build an inclusive community in Downtown Bentonville through experiences, education, and storytelling. We are a driving force to create an active, lively, inclusive downtown and amplify the value of a vibrant Downtown Bentonville.

As part of our mission, DBI executes events in Downtown Bentonville that continue to make the heart of our city a vibrant, lively, inclusive place for all members of our community to feel welcome.

Duties, Task & Responsibilities

- The Event Manager is responsible for the planning and execution of all events produced by Downtown Bentonville Inc outside of the Farmers Market.
- Has a clear understanding of what the event entails – include the purpose and reasoning behind producing the event
- Responsible for the execution of events from start to finish, including set-up, tear-down and managing during the event
- Responsible for selecting vendors and communicating event guidelines and expectations
- Responsible for communicating with event sponsors and providing excellent customer service to sponsors to ensure repeat business
- Must identify and build relationships with potential sponsors
- Negotiate contracts and evaluate options with a variety of vendors for events and arrange for all related services with vendors, such as decorators, audio-visual needs, buses, signage, entertainment, stage etc.
- Must have knowledge and understanding of ASCAP, liquor laws, and how to collect/report sales tax information for events
- Ensures all logistical details of events are confirmed and in place
- Maintains awareness of current trends in event management and integrates into the operation in a timely manner
- Manage production staff/volunteers to always present DBI in the best possible light
- Prepare and implement event budgets, and upon the conclusion of the event, prepare profit and loss assessments.
- Reviews effectiveness of event operations and makes appropriate adjustments
- Responsible for invoicing and collecting commissions from all participating vendors

- Ensures timely follow-up to each event, including briefings, minutes, thank you letters, invoicing, and dissemination of client information for possible future sponsorships.
- Assists with any other duties as requested by the Executive Director
- Runs the Farmers Market one Saturday a month
- Responsible for supporting the Farmers Market when needed (i.e. filling in for the market manager, volunteer or other support staff)
- Must participate in all staff meetings and staff events
- Responsible for assisting other local partners with events by dropping off or picking up borrowed DBI equipment
- Responsible for inventory and purchasing of necessary supplies/equipment for events

Physical Demands

- Employee must be able to lift up to 50 lbs
- Employee must be able to lift and/or move heavy objects
- Employee must work outdoors 40% of time in varying weather
- Employee is frequently required to stand, walk, for long periods of time
- Employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl
- Employee sight requirements include close and distance vision

Preferred Requirements

- 3-5 years of experience of event planning and execution
- Bachelor's Degree in applicable field or Associate Degree from accredited college
- Exemplary communication, written and interpersonal skills
- Flexible, positive attitude with a skill for finding win-win solutions
- Valid U.S. Driver's License
- Ability to adhere to a flexible work schedule including evenings and weekends