



Events Manager

Downtown Helena Inc.

Downtown Helena Inc. (“DHI”) seeks a Part-Time Events Manager to plan events in Downtown Helena.

Title:	Events Manager
Reports To:	DHI Board of Directors
Position:	Part-Time
Salary:	\$25/hr; non-exempt
Benefits:	Downtown Parking Pass, Phone Stipend

Job Description:

The Events Manager will be responsible for planning, coordinating, and executing a variety of events in Downtown Helena. The position requires a creative and detail-oriented individual who can manage multiple tasks simultaneously and collaborate effectively with team members, vendors, and clients. This is a part-time position, requiring approximately 20 hours per week, with the possibility of increased hours during peak event seasons. The Part-Time Events Manager will report to the Downtown Helena Inc. Board and work closely with partner organizations and DHI members to ensure the successful execution of events that leave a lasting impact on the community.

Responsibilities:

1. Event Planning:
 - Collaborate with DHI board and members to conceptualize and plan events that align with the organization's goals and objectives.
 - Conduct research to identify event concepts, venues, and themes that will resonate with the target audience.
 - Develop event timelines, budgets, and production schedules.
2. Vendor Management:
 - Source, negotiate with, and manage vendors such as food trucks and entertainers

- Ensure vendors meet contractual obligations and deliver high-quality services/products within budget.
- 3. Logistics and Coordination:
 - Coordinate logistics, including securing permits from the City of Helena
 - Manage event registration and participation
 - Recruit and oversee volunteers
- 4. Marketing and Promotion:
 - Assist in creating event marketing materials, including invitations, flyers, and promotional content.
 - Promote events through various channels, such as social media, email marketing, and the organization's website.
- 5. On-Site Event Management:
 - Lead event setup, coordination, and execution on the day of the event.
 - Ensure all event elements, are properly arranged and functioning.
 - Address any issues that may arise during the event and make quick decisions to ensure a smooth experience for attendees.
- 6. Budget Management:
 - Create and manage event budgets, tracking expenses and ensuring adherence to financial constraints.
 - Review and approve invoices from vendors and reconcile expenses post-event.
- 7. Post-Event Evaluation:
 - Gather feedback from attendees, sponsors, and members to evaluate event success and identify areas for improvement.
 - Prepare post-event reports summarizing key metrics, attendee feedback, and recommendations for future events.

Qualifications:

- Bachelor's degree in Event Management, Hospitality, Marketing, or a related field (or equivalent experience).
- Proven experience in event planning and management, preferably in a similar role.
- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.
- Proficiency in event management software and tools.
- Creativity and ability to think outside the box to create memorable event experiences.
- Attention to detail and ability to handle multiple tasks under pressure.
- Flexibility to work evenings and weekends as required by event schedules.
- Ability to drive pick-up trucks with trailers and back up trailers in tight corners

Working Conditions:

- Some weekend, evening, and early morning time required
- Physical demands include standing, balancing, stooping, crouching, reaching, handling, lifting, carrying, pushing, and pulling
- Will need to be able to work in inclement weather when required
- Must have or attain a current Montana Driver's License

- DHI is an Equal Opportunity Employer

How to Apply and Deadline:

Position is open until filled; first review of candidates will be the week of September 25, 2023. Qualified candidates should send a resume, cover letter, and three professional references via email to: downtownhelena@helenabid.com. Please type “Operations Director” in the subject line of the email.

Mission Statement

Downtown Helena Inc.’s mission is to promote and publicize Downtown Helena in our community; encourage and develop a spirit of cooperation among members; establish and develop cooperative advertising and promotional campaigns activities; foster favorable public relations for Downtown Helena in various communities, organizations and agencies in the area served by Downtown Helena.