



*The mission of the Arts Foundation of Cape Cod is to support, promote, and celebrate the arts and culture of Cape Cod in order to sustain a vibrant, diverse and strong arts community.*

## **Event & Operations Manager**

Reports to Executive Director

The Operations and Events Manager plays a critical role in the AFCC achieving our strategic goals to fund artistic and cultural initiatives that reflect the vitality, diversity and history of the arts on Cape Cod; to improve and increase the Cape's reputation for arts & culture by building a strong arts community network that will benefit from sharing information and resources, creating a unified presence in the marketplace; and to advocate at the local, state and national level for more awareness on the impact the Cape's creative economy has on our region and beyond.

### **RESPONSIBILITIES**

- Manage and execute all the logistics for the AFCC's major events such as Pops by the Sea, Spring Soiree, Patron Program Events, Summer Concert Series, Member Nights and others as assigned
- Recruit/lead/manage event committees
- Prepare budgets and ensure adherence
- Source and negotiate with vendors/suppliers
- Recruit, steward, and manage volunteers for events
- Recruit and steward members
- Lead promotional activities for events in conjunction with Development Director and Executive Director
- Ensure event is completed and manage to resolution any issues/problems that arise
- Analyze the event's success and prepare reports
- Provide program support where needed
- Manage day-to-day operations of a small but busy office, including ordering supplies, maintaining equipment, etc.

### **REQUIREMENTS**

- Proven experience in event management for large events (500+ attendance/\$500,000+ budget)
- Organized with proven ability to meet/adhere to deadlines
- Demonstrated success in managing complex logistical events, including knowledge of industry trends.
- Strong interpersonal and communication skills and understanding of the importance of donor centered cultivation and stewardship practices
- Outstanding communication and negotiation ability



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- A knack for problem-solving
- Self-starter and comfortable with autonomy
- Team player able to understand and adjust to small office culture
- Experience in Event Management, PR, marketing, hospitality, trade show or related field is preferred
- BS/BA in related field preferred

**Bonus points if you have:**

- A passion for social media
- Mad graphic design skills
- A comfort level with technology

**Applications used:**

- GiftWorks
- WordPress
- Constant Contact
- Adobe Suite
- Microsoft Office
- Google Docs
- EventBrite

Please send resume and cover letter to [info@ArtsFoundation.org](mailto:info@ArtsFoundation.org)