Title: Event Manager

The Event Manager will coordinate and execute the logistics of a full slate of approximately 30 annual cultivation events. The manager will act as on-site coordinator, providing efficient communication among many operational teams, manage the flow of the event, and serve as point person for participants.

Key Responsibilities

• Manage and coordinate the logistics of cultivation and stewardship events held during the day, evenings, and on weekends.
• Prepare and execute all communications and logistics within the operational teams.
• Work closely with in-house caterer and other vendors on estimates and invoicing.
• Liaise with speaker, and manage their presentation requirements, including AV needs.
• Oversee expense budgets, record data, and compare estimates with final costs.

Required Qualifications

• Bachelor’s degree.
• Exceptional time management and organizational skills, including ability to prioritize and handle multiple projects simultaneously.
• Excellent written and verbal communication skills.
• Proficiency in Microsoft Suite.

Special Demands

• Must be available to work a flexible weekly schedule, including mandatory nights and weekends.
• This position walks and moves continually during working hours.
• May require lifting heavy objects.