Special Events Manager

Full Job Description

The Akron Zoo is looking to hire a full-time Special Events Manager.

As the Special Events Manager, you are responsible for creating engaging and entertaining events, while collaborating with other departments to develop themed environments and guest touch-points that elevate the zoo experience. The Special Events Manager is responsible for ensuring the coordination and successful execution of events at the Akron Zoo.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Manages the creation and implementation of special events
- Manages event budgets
- Manages vendor relations

COMPETENCIES:
- Strong experience in event development, including building budgets, revenue plans, and teams to execute successful programs
- Effective written and verbal communication skills
- Demonstrate the ability to lead creative and technical teams with a spirit of collaboration
- Knowledge of Microsoft Suite and ability to learn other software platforms
- Listens and responds to customer questions; commits to exceeding customer expectations
- Exercises a professional approach with others using all appropriate tools of communication
- Is alert in fast paced environment; follows detailed procedures and ensures accuracy in documentation and data
- Mobilizes teams, and builds momentum to get things done by communicating clearly and consistently

SUPERVISORY RESPONSIBILITIES:
- Supervises event staff

QUALIFICATIONS:
The ideal candidate will have a Bachelor’s Degree in event planning, marketing, public relations or related field. We are looking for a minimum of 4-5 years’ special event experience and 2-3 years management experience. Proven organizational and planning skills with a demonstrated ability to lead and manage. Strong attention to detail. Open to new ideas and their implementation and able to react and adapt to changing situations appropriately. Ability to work cooperatively to achieve common goals and support collaboration in all areas of responsibility.
WORK SCHEDULE:
This is a full-time, salaried (Tuesday through Saturday) position and requires a flexible schedule to work after-hours events. The position offers a competitive benefits package and a starting salary commensurate with education and experience. We are a Drug-Free Workplace and an Equal Opportunity Employer. Qualified applicants may submit a cover letter and resume to: Akron Zoo, Human Resources Department, 500 Edgewood Avenue, Akron, Ohio 44307 - Email: HR@akronzoo.org