Position: Events Manager
Reports to: Director of Events
Status: Exempt

POSITION SUMMARY
The Events Manager works closely with and supports the entire events team on the implementation and execution of all aspects of events held at Selby Gardens. The Events Manager will be responsible for supervising the Events Coordinator as well as the Events Assistants, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Responsibilities include, but are not limited to the following:

- Assist in the successful planning and execution of Selby Gardens events as well as private events as needed.
- Effectively interact and communicate event details with senior staff, employees, volunteers and various external groups/vendors as needed
- Responsible for event coordination with our various external vendors requiring the utilization of exceptional follow-up skills
- Responsible for the management of the reservation process for Selby Gardens’ events, our internal Events Calendar, invoice review and payment process and event supplies inventory.
- In conjunction with our Director of Events, ensure exceptional guest experience goals are met through tailored, well-executed events designed for donor engagement and stewardship

EDUCATION AND EXPERIENCE
- Bachelor’s degree in a related field preferred
- Minimum of 2-4 years’ of experience in an event support role required

QUALIFICATIONS
- Flexibility to work a schedule that includes weekends, holidays, and evenings
- Ability to remain calm under pressure to solve any situation in a timely manner
- Demonstrated experience working in a fast-paced environment
- Commitment to the highest standards of service to internal and external customers
- Ability to recognize confidential information and to handle appropriately
- Detail-oriented
- A team player who is able to successfully and cheerfully manage a wide variety of on-going projects
- Ability to provide prompt, accurate responses to queries
- Ability to work independently and be self-motivated
- Ability to listen, communicate, and negotiate effectively with clients, attendees and vendors
- Expert in the use of software programs including Microsoft Office and G Suite
- Willingness and ability to perform physical work in any weather conditions
- Ability to stand for extended periods of time, carry, climb, stoop, and load/unload up to 50 pounds