
THE SHED

THE **BLOOMBERG** BUILDING
545 West 30th Street
New York, NY 10001

Job Description: Special Events Manager

About The Shed

The Shed is a new cultural institution of and for the 21st century. We produce and welcome innovative art and ideas, across all forms of creativity, to build a shared understanding of our rapidly changing world and a more equitable society. In our highly adaptable building on Manhattan's west side, The Shed brings together established and emerging artists to create new work in fields ranging from pop to classical music, painting to digital media, theater to literature, and sculpture to dance. We seek opportunities to collaborate with cultural peers and community organizations, work with like-minded partners, and provide unique spaces for private events. As an independent nonprofit that values invention, equity, and generosity, we are committed to advancing art forms, addressing the urgent issues of our time, and making our work impactful, sustainable, and relevant to the local community, the cultural sector, New York City, and beyond.

About the Position

Reporting to the Director of Special Events, the Special Events Manager will manage a portfolio of internal and revenue-generating external events of various size, scope, and scale from start to finish. The Special Events Manager is responsible for all logistical aspects of event operations as assigned by the Director of Special Events.

The Special Events Manager is responsible for helping the team in finding new opportunities, growing The Shed's prospect portfolio, increasing revenue, and building the Shed's profile. The ideal candidate will also develop and implement rentals in the spaces in The Shed and will be responsible for helping the team meet the annual rental goal. The ideal candidate has a proven track record of planning and executing high-visibility, highly nuanced events and successfully managing a space-rental program that contributes significantly to revenue goals. The individual will be a highly effective manager with proven capability of leading by example, training and developing staff, and thriving in a hands-on, fast-paced, and entrepreneurial work environment. Success requires a self-starter who has in-depth experience both in event sales and event management, and a proven ability to get things done.

They must have familiarity with the landscape of the New York City events industry, including an understanding of venue management, vendor coordination, budgeting, and operational protocol for planning and producing events. Experience planning events within a cultural venue is required.

Key responsibilities include, but are not limited to

- Support ongoing/new development projects, i.e. large fundraising events, prospect events and research, cultivation and fulfillment, and special institutional events
 - Oversee event management and operations for internal and external institutional events
 - Liaise between the Associate Director of Corporate Partnerships and Rentals and Director of Special Events to assist in strategic planning and operations for large-scale partnerships, rentals, and internal and institutional events
 - Support external client events and venue sales, including drafting estimates, managing vendor relationships, and approvals
 - Partner with internal caterer and external vendors to manage the production aspects of events (catering, décor, A/V, entertainment, etc.)
 - Provide interdepartmental support and liaison and develop communication strategies on upcoming events, reporting on special events and any Tesseract needs between the Special Events team and relevant departments e.g. Finance, Development Operations, IT, Programming, etc.
 - Liaise with variety of Shed staff and facilitating building wide communications on event details
 - Assist in planning and execution for internal and institutional and partnerships fulfillment events as assigned
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- Manage interdepartmental and cross-departmental project communications to ensure key event deadlines are met
- Liaise with Chief Development Officer and Chief Business Development Officer for list management and data tracking in Tessitura
- Manage inter-departmental and cross-departmental meeting agendas and follow up on completion of activities to ensure deadlines are met, such as meeting follow ups, requests for information, projects, etc.
- Sync potential and ongoing projects with the project management system and monitor proper use of the system
- Enforce best institutional practices for VenueOps, Proofhub, Google Drive, and Tessitura (data governance)
- Represents the Special Events department and coordinates with other departments at The Shed, including Membership and Development, Operations, Security, Programming, and Production to reinforce transparent communication and ensure meticulous coordination within the building
- Special tasks may include assistance with Development related events, coordination of supplies, décor, and staffing as needed
- Assist in the identification and qualification of prospects needed for The Shed's campaign and ongoing programmatic support
- Respond to internal research requests in a timely manner, working independently to provide current information on known prospects and existing donor
- Perform other project and administrative duties as assigned

Qualifications and Qualities

- Bachelor's degree or relevant experience required
- Three to four years of experience managing high-profile events, preferably in a cultural setting
- Prior experience leading the planning and execution of all event types
- Excellent interpersonal, organizational, communications, and writing skills
- Very strict attention to detail required
- Ability to introduce innovative ideas, implement them, and make sure they are maintained
- Must be able to meet deadlines, work under pressure, make time-sensitive decisions, and be able to work both independently and within the Shed team environment
- Demonstrated ability to work collaboratively as part of a highly motivated, energetic team
- Ability to multitask, work well under pressure and in a fast-paced environment is required
- Must have demonstrated strong negotiating, problem-solving, and analytical skills
- Availability on weeknights and weekends and able to work flexible work schedule to accommodate business needs as needed
- Ability to communicate efficiently and effectively with employees, management, clients, and vendors as necessary and experience drafting detailed communications internally and externally
- Must maintain the highest level of ethics and integrity
- Excellent computer skills necessary, experience with Tessitura, G-Suite, VenueOps, and Proofhub preferred

Compensation

Compensation will be commensurate with experience. Please provide salary requirements with your application.

Application Process

Interested candidates should complete an application and submit résumé and cover letter in a single Word or PDF document saved as candidate's first and last name through our Career Center page [here](#). Only résumés and cover letters submitted in this format will be reviewed. No phone calls, please.

Please note: The Shed has adopted a Covid-19 vaccination policy to safeguard the health and well-being of our employees. As a condition of employment, Shed employees are required to be fully vaccinated for Covid-19, unless a reasonable accommodation is approved or as otherwise required by law.

The Shed is an Equal Opportunity Employer, committed to the goal of building a culturally diverse staff, and strongly encourages applications from minority candidates.