

SPECIAL EVENTS MANAGER

Job Description

BASIC FUNCTION

The **Special Events Manager** is responsible for overseeing and growing all fundraising events. These events focus on raising funds for SIFF's year round programming, building and maintaining relationships with sponsorships and strategic partnerships, and with local Seattle businesses.

REPORTING RELATIONSHIP

- Reports to Director of Individual Giving

PRIMARY SUPERVISORY RESPONSIBILITIES

- Supervises Festival Special Events Coordinator, Festival Special Events Assistant, Gift Bag Procurement Intern

PRIMARY DUTIES and RESPONSIBILITIES

- Responsible for solicitation, negotiating, contracting, and stewardship of all event hospitality in-kind accounts, including:
 - Restaurant sponsorships
 - Beverage sponsorships
 - Technical and entertainment sponsorships
 - Venue sponsorships
 - Gift Bag item procurement
 - Auction procurement
- Plan and manage all festival and year round events:
 - Approximately 50 affiliated SIFF events including
 - Opening Night Gala/Red Carpet Experience
 - Filmmaker Tributes
 - Space Needle Awards Breakfast
 - Approximately 50 SIFF Cinema events including
 - Sip For SIFF – SIFF's annual auction
 - Mini-festival celebrations
 - Donor cultivation events
 - Member appreciation events
- Provide strategic direction and management for all year-round special events including:
 - Seattle International Film Festival events
 - Mini-festival celebrations
 - Donor cultivation events
 - Board meetings
 - Staff celebrations
 - One-off programming-affiliated events
- Recruit, hire, and manage a seasonal staff that will execute approximately 50 events for the annual Seattle International Film Festival
- Ensure the creation of production timelines, pack lists, and floor plans for all events
- With SIFF departmental collaboration, create an annual events budget
- Adhere to annual events budget tracking all event expenses in Filemaker database

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- Schedule, train, and supervise event volunteers
- Secure appropriate permitting and venue contracts for all events
- Secure and manage all event contractors and vendors
- Work collaboratively with Corporate Relations Manager to identify potential sponsors within the food/beverage industry, develop event exposure opportunities, and assess in-kind needs from new and existing corporate accounts
- Oversee event set-up and strike of all special events managing the load-in and load-out processes
- Collaborate with Marketing and Communications to create collateral materials to meet event needs and sponsor requirements
- Manage event supply inventory including receiving shipments, organizing and tracking supplies, and post-Festival cleanup
- Other duties as assigned

QUALIFICATIONS

- Have a minimum of two years experience in event planning and management
- Have a Bachelor's degree and/or an equivalent combination of education and experience
- Possess strong interpersonal and relationship-building skills
- Excellent written and verbal communication skills
- Be self-motivated and able to work effectively both independently and with a team
- Possess superior organizational skills and the ability to prioritize, problem solve, and multitask
- A demonstrated ability to work well with diverse, creative personalities
- A demonstrated ability to work well in high stress situations
- Exhibit a keen attention to detail, including follow-through and follow-up
- Strong computer skills for Word, Excel, Database Software (ideally Filemaker), and online event management tools such as Constant Contact and Eventbrite
- Must be at least 21 years of age by date of hire
- A valid driver's license, reliable vehicle, and a clean driving record
- Available to work some evenings and weekends
- Ability to lift 30lbs
- Possess a good sense of humor