

**Pittsburgh Downtown Partnership
Job Description/Ad copy**



Job Title: Director of Special Events
Department: Special Events
FLSA Status: Salaried / Exempt

Position Summary:

The Director of Special Event designs and produces a diverse range of event programming across Downtown Pittsburgh for the purpose of increasing the vibrancy of the neighborhood to encourage visitors, serve the professional and residential communities, and support Downtown businesses. The Director reports to the Vice President of Special Events and Development, while supervising and managing a staff of Managers, Coordinators, and/or Assistants along with direct or indirect oversight of part-time staff. The Director is responsible for primary oversight, execution and planning of assigned recurring and one-off event programming around Downtown Pittsburgh as well as contributing to the planning, managing and execution of major events such as Light Up Night and Picklesburgh. The Director will also collaborate with Special Events department staff on oversight of PDP's full portfolio of programming including facilitation of, and coordination with, outside production companies, Downtown stakeholders, vendors, external partners, and resources.

Representative Duties and Responsibilities:

- Responsible for detailed oversight of planning and operations for PDP's large-scale events including Picklesburgh and Light Up Night.
- Spearhead all operational aspects of the Holiday Season including the Holiday Market including production, vendor management, staffing, and programming.
- Oversee live music booking for events and recruitment of local musicians/acts.
- Supervise the work of staff Managers, Coordinators, and/or Assistants in the execution of recurring and one-off events and their coordination of basic support for non-PDP events in Market Square
- Serve as key day-to-day contact for outside production resources to facilitate their efforts and ensure tight coordination of their work with PDP's in-house management of events.
- Oversee, Execute or Assist, as needed, with on-site execution of events including but not limited to: setting up/tearing down tents, tables, and chairs, staffing PDP tent, coordinating vendor locations and parking, assisting entertainers, etc.
- Develop and manage program and event budgets.
- Take a key role in conceiving, designing, and producing creative or strategic events that activate non-traditional venues Downtown in support of larger PDP mission and priorities.
- Hire and manage part time event staff in conjunction with Event Managers as well as PDP's Marketing and Special Events internship program in conjunction with PDP Marketing Dept.
- Track sponsorship and funder deliverables related to events to ensure obligations are fulfilled and support sponsorships efforts with preparation of event recaps and presentations.

Desired Characteristics & Requirements

- Highly motivated, detail- and results-oriented

- Experienced with management and execution of a wide range of events, in a wide range of locations and with a wide range of available, and at times limited, resources.
- Must be familiar and experienced with basic event equipment and logistics; be capable and willing to handle the physical requirements needed to deploy equipment as needed.
- Must be familiar with deploying basic sound and lighting equipment.
- Able to manage multiple projects and deadlines.
- Self-directed but able to work collectively as a team player.
- Capable of overseeing a project from inception to completion or managing existing programming at any stage during its execution
- Willingness to work outdoors in the elements (heat, rain, cold temperatures, etc.)
- Ability to work irregular and long hours as needed, including early mornings, evenings, and weekends.
- Must be able to professionally represent PDP to the public, municipal authorities, sponsor and corporate contacts.
- Experienced with staff management, ability to effectively oversee staff both onsite at events and with administrative tasks associated with department efforts.
- Able to tactfully enforce rules as needed.
- Adept computer skills in Microsoft and Google Office and an ability to master other production platforms as needed.
- Excellent oral and written skills necessary to communicate effectively with all levels of staff and outside constituents.
- Ability to work under pressure with an enthusiastic approach to problem solving, goal achievement, and a commitment to excellence.
- Demonstrated passion for Downtown Pittsburgh and to creating a place to work, live, and visit where all are welcome.
- Bachelor's degree required.
- Resume and professional references required.

Salary Range of \$65,000 to \$70,000, commensurate with experience, along with a comprehensive benefits package. The PDP compensation includes health insurance, Flexible Spending Accounts, 401k, life insurance, short and long-term disability, and a Healthy Ride PGH membership.

Resumes & Cover Letters for the Director of Special Events will be considered on a rolling basis until the position is filled and should be submitted to resumes@downtownpittsburgh.com with "Director of Special Events" in the subject line