



DIRECTOR OF PUBLIC EVENTS

Summary

The Director of Public Events is a full-time, exempt position reporting to the Chief Executive Officer. This position focuses on planning and executing a wide variety of free and fee-based special events and programs to drive year-around attendance to help make the Gardens a vibrant and enjoyable community site. Public events includes a highly engaging and diverse mix of recreational, seasonal, cultural and market/vendor activities for all in our community.

We seek an individual with a passion for building community through quality creative programming in an urban green space.

Essential Duties and Responsibilities

- Plan and direct a year-around schedule of special events and programs that will appeal to diverse audiences of all ages, in alignment with the Gardens' mission to grow into a dynamic downtown and state destination. Such events include festivals, family events, concerts and other music events and performing arts, fitness and wellness programs and other types of events and programs
- Follow trends and lean into diverse opportunities for public park/green space event programming
- Generate earned revenue to meet Garden budget goals and drive increased attendance and membership
- Secure and coordinate all appropriate permits, licensing and other necessary local municipal approvals prior to event occurrence; manage material and signage needed for events
- Meet with presenters and vendors to coordinate program execution; prepare contract agreements and coordinate all elements necessary to produce quality programs and events
- Collaborate with the Volunteer Coordinator to recruit, train and schedule volunteers
- Collaborate with the Horticulture and Facilities departments on event set up and tear down needs, trash, restroom, security, and execution
- Create and manage overall department budget and individual project budgets and timelines for special events and programs; monitor progress of event and program registration, sales, and revenue goals; work with Executive Director to adjust plans and strategy as necessary to meet Garden mission and goals
- Manage business relationships for securing cost efficiencies and in-kind donations for goods and services
- Create and manage event evaluation program to get external and internal feedback on all events for a continuous improvement program with festivals and event
- Performs other duties as may be assigned

Supervisory Responsibilities

Supervise Public Event Coordinators, Volunteer Coordinator, Seasonal Staff, Summer Intern, and Volunteers

Education and/or Experience

- Bachelors' degree
- Requires a minimum of three to five years of relevant experience

Computer Equipment and Software Requirements

- Excellent word processing skills; must have skills with MS Office, especially Excel and Power Point
- Experience in use of standard office equipment
- Experience with Blackbaud Altru preferred, but not required

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License

Skills and Abilities Required

- Experience with project management, staging an event, risk management, and creating event contracts with performers and vendors
- Desire and enthusiasm to keep ahead of trends and best practices in event programming at public spaces, museums and parks and botanical gardens
- Ability to execute a wide range of creative events and programming ideas for diverse audiences
- Demonstrated ability to reach financial goals in event planning and execution
- Excellent customer service, verbal and written communication skills
- Ability to think strategically, resourcefully, and be a skilled problem-solver
- Proven ability to handle multiple priorities and meet deadlines
- Ability to be self-directed, yet excel in a team environment and ability to build and maintain positive internal and external relationships
- Must have the flexibility and willingness to work frequent evenings and weekends when required
- The Director of Public Events serves as ambassador at large for Myriad Gardens Foundation, and must demonstrate professional excellence and perform to the Gardens' standards of quality at all times.

Additional Job Requirements

- Clearance of background check.

Work Environment

The employee will work in both an office setting and outside in various weather conditions. Some locations visited during the course of executing job duties may not be wheelchair accessible.

Physical Requirements

- Must be able to sit for extended periods as well as walk in indoor and outdoor areas during events throughout the year.
- Must be able to bend, stoop and lift up to 30 pounds on occasions.
- Must be able to climb stairs

Benefits

This full time exempt position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b), paid time off, and paid holidays. Competitive salary.

To Apply

Please direct resume and cover letter to careers@myriadgardens.org. You will be contacted only if considered for an initial phone or in-person interview.

Equal Opportunity Employer (EOE)