



POSITION:	Festival & Events Manager
REPORTS TO:	President
START DATE:	March 1, 2025
TERMS:	Full Time, Salaried Position
SALARY RANGE:	\$55,000 - \$60,000

ABOUT US:

The Athenaeum Foundation preserves a treasured historic landmark that welcomes all to nurture a sound mind and a sound body through arts & culture, wellness, and community. Our vision is for all Athenaeum guests to experience a greater connection to their community and themselves.

PURPOSE:

The **Festival & Events Manager** manages the planning, implementation, and refinement of strategic, mission-driven programming for the organization.

RESPONSIBILITIES:

This position is ideal for a dynamic, organized individual who thrives in a fast-paced environment, enjoys planning events, and is passionate about creating memorable experiences. Join us in a role where you'll oversee exciting events in a vibrant cultural and artistic setting, a historic 125-year-old building located in the heart of Mass Ave.

Event Management:

- Oversee all logistics for Athenaeum Presents events, including Karneval, St. Benno Fest, Das GartenGrillFest, GermanFest, and Christkindlmarkt.
- Plan and execute events ranging in attendance from 200 to 6,000 guests, ensuring every detail is covered for events of all sizes.
- Transform creative ideas and goals into fully realized events, from concept to execution.

Coordination and Planning:

- Collaborate with staff, tenants, and partner organizations to create and distribute an annual calendar of mission-driven events.
- Plan and execute additional events as needed, aligning with organizational goals and community engagement.

Budgeting and Logistics:

- Develop and maintain detailed work plans, expense budgets, and timelines for all fundraising events.
- Manage all aspects of event logistics, including:
 - Negotiating and finalizing contracts with vendors and entertainers.
 - Handling registration for special events and activities within larger programs.
 - Securing necessary permits and submitting logistics applications.

Volunteer Management:

- Recruit, train, and retain a dedicated team of volunteers to support annual events and programming.



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Event Promotion:

- Collaborate with the Director of Advancement and marketing professionals to design and distribute event materials across digital and print platforms.

On-Site Coordination:

- Ensure seamless execution by managing all aspects of events and programs on-site.

QUALIFICATIONS:

The ideal candidate for this position will:

- Be creative and excited about the mission of the Athenaeum Foundation.
- Possess a Bachelor's degree in an events, hospitality, arts or non-profit related field (preferred, but not required)
- Possess at least 3 years of experience working in event production and management
- Possess previous customer service experience
- Possess the ability to think strategically and creatively
- Be proficient in Microsoft Office and Google Suite products and services
- Be able to work and manage projects both independently and as part of a team
- Demonstrate excellent written and verbal communication skills
- Possess excellent organization and time management skills
- Must have excellent interpersonal/relationship building skills
- Have the ability to work a flexible schedule (including some nights and weekends) as the calendar of events and programs requires
- Physical Requirements:
 - Must be able to seize, grasp, turn and hold objects with hands
 - Must be able to work on your feet as needed for 12 hour days during events
 - Must be able to move, pull, carry, or lift at least 45 pounds
 - Occasionally kneel, bend, crouch and climb as required

TO APPLY:

Please send your resume, cover letter, and salary requirement to:
careers@athenaeumindy.org