#

# **ASSISTANT MANAGER: EVENTS**

*Full Time non-exempt hourly position 6/2022*

**Basic Purpose and Responsibility**:

Under the supervision of the Director of Marketing and Events, the Assistant Manager of Events is responsible for the planning, coordination, and implementation of internal and external events at the Buffalo Zoo.

**Essential Functions**:

Primary accountability for specific functions and results. The list of essential functions is not exhaustive and may be supplemented or changed as necessary.

* Assist in the creative development, originality, invention, coordination and implementation of Buffalo Zoo events including major fundraisers, cultivation events, fee-based and value-added special events intended to maximize Zoo revenue and establish and enhance relationships with the general public.
* Solicit and engage clients to rent the Buffalo Zoo for private events including luncheons, meetings, corporate parties, holiday parties, etc., as well as orchestrate and execute said events.
* Responsible for booking, invoicing, and processing payments for private events.
* Keep up-to-date records, as well as create layouts and detail sheets for all events.
* Communicate event details to appropriate parties and Zoo staff as a whole; evaluate event staffing requirements and recruits, coordinate, schedule and direct the activities of support staff and volunteers.
* Collaborate with internal resources including Animal, Education, Facilities, Guest Experience and Food and Beverage teams for event support as needed.
* Act as liaison between Buffalo Zoo, clients and external resources such as rental companies, performers, caterers, etc. leading up to and during events.
* Serve as event manager at internal and external events.
* Manage event related décor and supplies. Keep inventory up-to-date and events storage areas clean and organized.
* Performs other duties as assigned by Director of Marketing and Events.

**Position Qualifications**:

*Education (Minimum Needed):*

* Bachelor’s Degree.

*Experience (Minimum Needed):*

* One – three years' experience developing and implementing small and large scale public and private events.

*Special Skills:*

* Quick adaptation and problem-solving skills, with the ability to exercise good judgment and a professional and poised attitude in changing and sometimes stressful environments.
* Ability to establish and maintain effective working relationships with supervisors, co-workers, clients, vendors and volunteers.
* Ability to prioritize daily work and manage multiple projects at the same time.
* Possess strong communications and interpersonal skills.
* Strong attention to detail.
* Strong organizational skills.
* Reliable and punctual attendance habits.
* Be interested in and enthusiastic about the mission, vision and progress of the Buffalo Zoo.
* Working knowledge of Microsoft Office software.

*Other:*

* Ability to work evenings, weekends and possible holidays.
* Must possess or be able to obtain within 30-days of employment a valid New York State driver’s license and have an average or better driving record based on the evaluation process of our insurance company.  Retention of position is contingent upon maintaining required license.  Must upgrade to classification appropriate to requirements (non-CDLC or CDL class).

**Physical Demands**:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. Use computer hardware and software for extended periods of time (repetitive motion). Sitting for long periods of time. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**Compensation and Benefits**:

This is a full-time, exempt position. Salary commensurate with experience. Benefits available include health plan, life insurance, dental, vision, 403B retirement plan, annual leave time, holiday time, and sick time benefits. Benefits are available after the successful completion of an introductory period of 60 days of work.

**To apply**:

Please send resume and cover letter in ***Word document or PDF*** by email to: buffalozoojobs@buffalozoo.org

No telephone calls please. Position open until filled. For more information about the Buffalo Zoo, please visit our website by the following link: http://www.buffalozoo.org

*The Buffalo Zoo is an at Will employer and all Buffalo Zoo employees are subject to employment eligibility and background security checks as well as testing for illegal substance use as allowed by law.*

**EQUAL OPPORTUNITY EMPLOYER**