



## Job Opening Programs & Events Manager

The Arts & Business Council of Miami is seeking a Programs & Events Manager. We are leading the movement to build a sustainable cultural ecosystem through advancing high-impact partnerships between business, entrepreneurs and the arts. As Miami's only organization that leverages the arts for economic vitality, ABC provides meaningful engagement opportunities with the arts to inspire employees, stimulate innovation and foster creativity. When a business partners with the arts, they strengthen the entire community. For over 30 years, ABC has played a leading role developing programs that bring together business and arts for effective and mutually beneficial outcomes. We assist over 500 arts groups through executive consultancies, leadership training, audience development, workshops, forums, curated outreach and networking events.

We are seeking a dynamic individual with exceptional coordination skills and ability to multi-task. The Programs & Events Manager will be responsible for coordinating all operational facets of the Arts & Business Council's signature programs and events. This position requires a person who is self-motivated, detail oriented, highly organized and dedicated to empowering the creative ecosystem.

### RESPONSIBILITIES

- Oversee and fully manage 5 signature programs.
- Coordinate and implement Breakfast with the Arts events and Creative Happy Hours including promotion, registration and logistics.
- Oversee volunteer task force and steering committees for programs and events.
- Develop promotional plan for programs and events via social media, email campaigns and marketing platforms.
- Keep programs and events pages on the website up to date.
- Assist with sponsorship for events and programs.
- Outreach to corporate community to cultivate business prospects, maintain relationships and promote program participation.
- Connect regularly with artists and arts clients and our business partners to assess effectiveness of programs and events.
- Set program and event goals and assess regularly. Provide annual tracking and analysis of success.
- Other duties as set by the CEO.

### QUALIFICATIONS

- Strong interpersonal skills and ability to work with artists, business professionals, partners and other constituents.
- Multi-faceted self-starter with a high degree of professional independence, initiative and self-discipline.
- Strategic and creative thinker with innovative vision, and affinity for out-of-the-box thinking.
- Collaborative mindset and proven ability to work with a variety of people and environments.
- Organized and detail-oriented with the skills required to handle all the items associated with planning, organizing, and implementing events and maintaining records.
- Ability to communicate effectively with community leaders, sponsors, volunteers, and other team members.
- Strong written and oral communication skills.
- Competency in office software applications including Microsoft Office Suite. Comfortable using databases.
- At least two years of experience working in programs and events management for a nonprofit or business
- Proven ability to effectively manage programs and events
- A Bachelor's or Associates degree in a related field (arts administration, event planning, nonprofit management).
- Bi-Lingual (Spanish/English) and arts administration background are a plus.

The salary range for the Programs and Events Manager is \$30,000 to \$35,000 plus a benefits package that includes paid health insurance, free parking and vacation. This is a full time position with regular business hours plus periodic nights and weekends. To apply email a cover letter and resume to [Laura@ArtsBizMiami.org](mailto:Laura@ArtsBizMiami.org)