

THE ITALIAN CULTURAL CENTER

Director of Events

JOB DESCRIPTION

SUMMARY

The Events Director is responsible for the creation, development, and implementation of events and experiential classes to fulfill and advance the organization mission to its members and followers.

This is a non-exempt part-time position, typically averaging 20 hours bi-weekly, reporting directly to the Executive Director. Supervises Food and Wine Events Manager.

PRIMARY RESPONSIBILITIES

1. Events

- a. Define the Annual Events Program. Specifically:
 - Identify 30 to 35 events or series of events to promote the knowledge of Italian culture in the greater Twin Cities area;
 - Define the calendar on a month-to-month basis (or longer, as possible) in collaboration with the Executive Director, Food & Wine Events Manager and other ICC Directors, Event Instructors, Event Champion, ICC Special Advisors or the Board of Directors, as appropriate;
 - Ensure events cover a variety of topics such as food, wine, arts, literature, architecture and technology alternating between the classic and the contemporary;
 - Explore partnerships with outside organizations leading to additional events
 - Request prior approval to the Executive Director for large events
- b. Manage and oversee all events. Specifically:
 - Manage events content and implementation in collaboration with the Food and Wine Events Manager or Event Champion, as appropriate;
 - Plan and monitor budgets for each event;
 - Identify and assist in writing grants in collaboration with a grant writer, as appropriate;
 - Present P&L reports to the Executive Director and Board of Directors;
 - Promote events (website, email, social media) in collaboration with the Communications Manager
 - Set-up, handle logistics and payments in collaboration with ICC's Office Manager and/or Event Champion
 - Supervise volunteers in collaboration with the ICC's Volunteer Coordinator as needed
 - Attend and host events as possible
 - Manage survey interface in collaboration with the Communications Manager and Administrative Assistant and propose improvements as needed

2. Membership

- a. Collaborate with Membership Director/Coordinator and help define member benefits and partnerships

3. Marketing / Communication

- a. Collaborate with the Executive Director and Communications Director/Manager and help define strategy and tactics, including website changes

4. Italian Institute of Culture

- a. Liaise with IIC in Chicago for events and other initiatives as appropriate

5. Staff Supervision

- a. Recruit, interview, select and hire staff
- b. Supervise staff and delegate work assignments and responsibilities
- c. Establish and communicate clear performance expectations and standards, provide on-going performance feedback and conduct performance reviews
- d. Review and approve time records
- e. Conduct team periodic meetings

SECONDARY RESPONSIBILITIES

1. Perform miscellaneous projects and complete various tasks as needed by management.

JOB SPECIFICATIONS

Desired Education and Experience

- Bachelor Degree in Event Management, Cultural Studies, Hospitality , Business or another relevant field, or equivalent
- Advance knowledge of Italian language and culture
- A minimum of 2 years working experience in event management
- Proficient in all Microsoft programs

Knowledge, Skills and Abilities

- Communicate clearly and effectively in English and Italian both orally and in writing to all levels of people inside and outside the organization, including possessing good grammar, voice and diction.
- Excellent interpersonal, collaboration, and relationship-building skills to effectively work with staff, board members, instructors, volunteers, students and people outside of the organization
- Able to work unsupervised, make decisions, and solve routine problems independently, effectively and creatively; able to operate with a sense of urgency
- Possess a thorough, organized and detail-oriented approach to work
- Able to function well as part of the organization's leadership team, communicating and interacting proactively and professionally to ensure the organization's needs are being met
- Able to perform HR-related functions including hiring and selection, orienting and training

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB

Incumbent must be able to:

- Move around the ICC building throughout work hours, including climbing stairs
- Hear and speak in order to use telephone, video conferencing and other communications with employees, students, Board, etc.
- Sit at a desk for extended periods of time including work at a computer
- Apply manual dexterity and visual acuity for computer keyboarding and office equipment use
- Visual ability to review detailed reports and information.
- Flexible work hours
- Stand/walk with occasional lifting of objects weighing up to 50 pounds

- Possess valid driver's license.

TOOLS AND EQUIPMENT USED

Incumbent must be able to:

- Use telephone, computer
- Drive personal vehicle on organization-related business

WORK ENVIRONMENT

The work environment is primarily indoors. Occasional exposure to the outdoors and inclement weather when traveling to and from different worksites, meetings and events.