

## DIRECTOR OF EVENT OPERATIONS

### NEW YORK/LOS ANGELES

MZA Events seeks a Director of Event Operations to lead several logistical productions.

Specializing in large-scale fundraising event production and campaign management, MZA has raised more than \$380 million for leading charities and social causes. Our next Director of Event Operations will be a logistical mastermind. They will enable our work to bring positive change to the community through flawlessly executed events, from the first permit filed to the last participant to cross the finish line (and beyond).

Project management/oversight, collaborative nature, strategic thinking, and attention to detail are central to this role. The Director of Event Operations will be held accountable to deliver on all logistical, community organizing, and volunteer recruitment/cultivation aspects of each event produced by MZA Events. This role will lead Event Operations Department staff (ongoing and seasonal). Responsibilities include, but are not limited to:

#### Production and Management:

- Timely laying of groundwork to make sure our events can launch with certainty regarding dates and venue (permitting, insurance, route planning etc.).
- Ensuring participant safety through meticulous planning and implementation, and close partnership with external agencies.
- Updating Event Operations department timelines, and working with executive staff to create timelines for new events, ensuring deliverables and deadlines are identified and managed day-to-day.
- Managing and executing elements of multi-faceted campaigns, including digital content for prospective and booked volunteers, and on-site partnership integrations.
- Ability to turn creative ideas into plans for implementation, understanding company and vision.
- Drive to focus on innovations for each event.
- Maintaining and overseeing (with a keen eye toward continually improving and upgrading as necessary) documentation for campaign databases and materials.
- Working with Event Directors to maintain budget marks, negotiate vendor contract and fee negotiations, and fulfill invoice terms.
- Managing day-of-event staff and volunteer planning to ensure seamless execution (alongside Event Directors).
- Day to day department management, delegation and oversight. Including approval of and planning for documents, forms, and protocols within the department
- Managing up to Director of Campaign Operations, clearly communicating short-term and long-term department needs/concerns/priorities.
- Clearly and consistently communicating between team members to evaluate goals and progress.
- Ability to start from scratch in creating venue and/or route plans for a walk-a-thon, bike-a-thon, gala, etc.
- Ability to travel as we produce campaigns across the country!

#### The ideal candidate:

- Has experience managing multiple projects, events, and direct reports simultaneously.
- Thrives in a fast paced environment, takes initiative, is extremely organized and self-motivated.

- Has strong instincts on when to delegate and when to directly implement projects/tasks.
- Has stellar written and verbal communication and presentation skills.
- Can facilely shift gears pending priorities.
- Is a problem solver and solution finder.
- Loves urban planning and designing experiences for tens of thousands of participants.
- Is passionate about the events industry

Requirements:

- Minimum 5-7 years of experience in logistical event production
- Experience liaising with City agencies.
- Experience planning for outdoor events, including: Venue and route layout, crowd control, participant experience from start to finish, security, onsite staffing, third party experiential activations.
- Experience managing direct reports.
- Experience building and managing large, complex projects/teams.
- Excellent oral/written communication, analytical and interpersonal skills to effectively work with all levels within the organization in addition to clients, city partners, volunteers, and vendors.
- Experience managing budgets.
- An approachable leader who fosters collaboration and a positive work environment.
- Social innovator who is investing in giving back to the community and creating positive change.

Please send cover letter and resume to Kate Rosenblum at [kater@mzaevents.com](mailto:kater@mzaevents.com)