



## Job Description

# Event Manager: PrideFest (seasonal)

**Status:** Full-time Seasonal Contract (January through July)

**Reports to:** Senior Events Manager

**Tentative Contract Dates:** January 12th - July 10th

**Committee Assignments:** PrideFest

**About NYC Pride:** NYC Pride works toward a future without discrimination where all people have equal rights under the law. We do this by producing LGBTQIA+ Pride events that inspire, educate, commemorate and celebrate our diverse community

## Event Summary

PrideFest is NYC Pride's annual LGBTQIA+ street festival, transforming the heart of the city into a vibrant celebration of community, culture, and visibility. Featuring live performances, local vendors, corporate partners, food, and interactive experiences, PrideFest offers a welcoming space for attendees of all ages to gather and celebrate Pride together. As one of the largest LGBTQIA+ street festivals in the nation, it plays a central role in honoring the history of Pride while showcasing the creativity and resilience of the community.

## Position Summary

The Event Manager – PrideFest is responsible for leading the planning, execution, and evaluation of PrideFest. Serving as the primary point of contact for vendors, exhibitors, municipal agencies, and key stakeholders, this role ensures the festival runs seamlessly, safely, and in alignment with Heritage of Pride's mission and values.

Key responsibilities include establishing seasonal planning processes, curating talent and festival programming, and overseeing all aspects of on-site production. The Event Manager provides direction to the Event Coordinator, manages vendor and partner relationships, monitors budgets, ensures permitting and safety compliance, and collaborates closely with volunteers and core team leaders to foster an inclusive and empowering planning environment. Following the event, this role leads the debrief and reporting process, capturing insights and recommendations for future improvement.

## Key Responsibilities

### Event Leadership and Execution

- Serve as the primary point of contact for your assigned event, overseeing vendors, exhibitors, municipal agencies, and key stakeholders.
- Establish seasonal planning processes, proactively identifying and resolving challenges to ensure smooth event execution.



- Curate event experiences in partnership with the Senior Events Manager, including exhibitor placement and the selection of nonprofits, small businesses, food vendors, and sponsors to ensure a diverse and engaging festival environment.
- Lead the Event Coordinator, providing guidance, direction, and support to ensure effective planning and day-of execution.
- Oversee on-site operations, managing production timelines, resolving escalated issues, and ensuring all teams remain aligned.
- Work alongside the Media team to coordinate promotional efforts and event signage.

### **Talent and Performance Management**

- Support the Senior Events Manager in talent curation and management for the FamilyFest Stage and PrideFest Main Stage (StageFest), providing input on talent vision for the event as a whole.
- Negotiate talent contracts to remain within budget while securing a diverse roster of performers and community artists.
- Collaborate with the Senior Events Manager and Stage Manager to oversee day-of show operations and ensure smooth run-of-show execution.

### **Vendor, Partner, and Stakeholder Relations**

- Build and maintain strong relationships with vendors, exhibitors, community partners, and city agencies to support event goals.
- Lead external partner trainings, orientations, and briefings to ensure participants are fully prepared and expectations are met.
- Act as a visible representative of Heritage of Pride, ensuring professionalism and inclusivity in all partner interactions.

### **Budget and Resource Management**

- Monitor, and manage event budgets, ensuring alignment with organizational financial goals.
- Negotiate vendor agreements and identify cost-saving opportunities without compromising quality or safety.
- Oversee procurement of supplies, materials, and production resources.

### **Volunteer and Core Team Engagement**

- Work with the Senior Events Manager and Volunteer Manager to align staffing and volunteer resources with event needs.
- Provide leadership and delegation of responsibilities to core volunteer leaders, ensuring they are empowered and supported.
- Foster a positive, inclusive culture for volunteers and staff, reinforcing Heritage of Pride's mission and values.

### **Compliance and Safety**

- Oversee permitting, contracts, and regulatory requirements to ensure compliance with municipal agencies and safety protocols.



- Coordinate with security teams, city officials, and production crews to maintain safe and accessible event environments.

### **Post-Event Assessment**

- Lead the debrief and evaluation process, gathering feedback from staff, participants, volunteers, and partners.
- Compile and present post-event reports with insights and recommendations for future improvements.

### **Qualifications / Skills:**

- 2 to 3 years of experience in large-scale event planning, small business operations, nightlife, serving diverse audiences.
- Strong communication skills, with experience and comfort in public speaking and working with volunteers, sponsors, city agencies, and VIPs.
- Proven ability to manage multiple tasks under tight deadlines and strict timetables.
- Proficiency in tools such as Google Suite, Microsoft Office, Dropbox, Eventbrite, and Salesforce.
- Demonstrated attention to detail, with analytical skills to manage large data sets effectively.
- Knowledge or experience in street festival production preferred.
- Knowledge or experience in permitting and municipal agency liaison preferred.
- Strong community connections to local talent and/or businesses preferred.

### **WORK CONDITIONS**

- Requires moderate physical activity, including bending, kneeling, standing, and lifting/moving heavy objects.
- Work may take place in varied weather conditions with exposure to noise and vibration.
- Requires frequent evening, weekend, and holiday work during peak event seasons.
- Regular attendance at meetings and events is mandatory.

### **Salary:**

\$67,000 - \$77,000 (prorated for the contract period)

### **Commitment to Diversity:**

HOP is committed to providing equal opportunity to all employees and applicants for employment without regard to race, religious creed, color, gender identity, gender expression, age, national origin, ancestry, citizenship status, physical or mental disability, medical condition, pregnancy, marital or veteran status, sexual orientation, height, and weight, or other personal characteristics as may be protected by applicable law. We especially encourage members of historically underrepresented communities to apply, including LGBTQ people, women, people of color, and people with disabilities.