



Job Description

Event Manager: Special Events (seasonal)

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

Reports to: Senior Events Manager

Tentative Contract Dates: January 12th - July 10th

Committee Assignments: Special Events

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

Youth Pride is NYC Pride's annual celebration dedicated to LGBTQIA+ youth, providing a safe, affirming, and empowering space for young people to express themselves, build community, and celebrate Pride on their own terms. Featuring performances, interactive programming, exhibitors, and youth-focused resources, the event serves as a cornerstone of NYC Pride's commitment to fostering the next generation of leaders and advocates. In addition to NYC Pride's June programming, we offer the community a robust slate of annual programming including but not limited to Road to Pride Bar Crawls, Family Movie Nights, Corporate Summits, and our annual NYC Pride Brunch.

Position Summary

The Special Events Manager is responsible for leading the planning, execution, and evaluation of Youth Pride, serving as the primary point of contact for vendors, exhibitors, performers, municipal agencies, and key stakeholders. This role ensures that Youth Pride reflects Heritage of Pride's mission and values while providing a memorable, inclusive, and safe experience for all participants.

In addition to Youth Pride, the Special Events Manager will assist the Senior Events Manager as needed in the execution of NYC Pride's "Road to Pride" events, including bar crawls, brunch fundraisers, and other smaller-scale community events that build momentum and engagement leading up to June. These events strengthen community connections and provide important opportunities for fundraising and visibility.

Key responsibilities include establishing seasonal planning processes, curating talent and exhibitors, managing budgets, and coordinating on-site operations. The Special Events Manager provides leadership to the Event Coordinator, works closely with volunteers and core team leaders, and develops strong relationships with vendors, sponsors, and community partners. The role also ensures compliance with permitting and safety protocols, and leads post-event evaluations to support continuous improvement across all special events.

Key Responsibilities

Event Leadership and Execution

- Serve as the primary point of contact for your assigned events, 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 partner and/or exhibitor placement, talent selection, staging and technical elements, and other creative elements that enhance the event.
- 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.
- Coordinate with relevant staff members to conduct community outreach, connecting target audiences with event opportunities.
- 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 performance elements.
- 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

- Develop, 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, 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, operations, nightlife, or youth programming, serving diverse audiences.
- Strong communication skills, with experience in public speaking and working with volunteers, sponsors, and VIPs.
- Proven ability to manage multiple tasks for multiple events 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 permitting and municipal agency liaison preferred.
- Passion for youth programming or community organizing 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.