



Job Description

Event Manager: The March (seasonal)

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

Reports to: Senior Events Manager

Tentative Contract Dates: January 12th - July 10th

Committee Assignments: The March

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

The NYC Pride March is one of the largest LGBTQIA+ gatherings in the world, honoring the history of the Stonewall Uprising while celebrating progress and advocating for equality. The Event Manager – The March will assist in managing logistics, march order, vendor and agency coordination, volunteer support, and the day-of execution of this large-scale, citywide event.

Position Summary

The March Event Manager (Seasonal) is a temporary, full-time role that supports the production and administration of NYC Pride's annual March. This role focuses on coordinating logistics, managing communications, and ensuring events are executed efficiently and effectively. The position involves a blend of administrative tasks, on-the-ground event management, and engaging with a wide range of external stakeholders. This position requires excellent organizational and communication skills and ability to navigate a crowded high pressure environment.

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 march order, talent selection, 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.
- Work alongside the Media team to coordinate promotional efforts and event signage.

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 accurately update 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, participants, 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, production logistics or campaign advancing, serving diverse audiences.
- Strong communication skills, with experience in public speaking and working with volunteers, sponsors, 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 permitting and municipal agency liaison preferred.

- Knowledge or experience in de-escalation training.

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.