



The Destination Granby Team is looking for an Events Manager to serve the Granby Area. Destination Granby fulfills the role of a Chamber of Commerce, Main Street organization, and destination marketing organization for the Town of Granby, Colorado. We are the driving force for the ideas and possibilities that inspire our four season mountain town.

Destination Granby structures our work plan around the Main Street Four-Point Approach, focusing on Promotions, Community Engagement, Business Support, and Placemaking. In doing this, we are able to offer a full suite of services and programs to make a positive impact on the local business and residential community.

Granby, in the Middle Park area of Colorado, falls between two well-known communities — Winter Park, with its ski area, and Grand Lake, at the western entrance to Rocky Mountain National Park in Grand County. Granby is conveniently located in the heart of several major Rocky Mountain attractions.

Interested applicants, please send your resume and a cover letter to Sarah Cichon-Douglas at [sarah@destinationgranby.com](mailto:sarah@destinationgranby.com)

### **Events Manager**

The Events Manager will assume primary responsibility for the day-to-day operation of Granby's community events which will include on-site presence at the events during all event hours, as well as off-site work during non-event hours. The Events Manager will report to the Executive Director and work under the guidance of Executive Director as well as collaborate closely with other Destination Granby Board Members, staff, and volunteers. The Events Manager is an essential position tasked with managing and forming professional, meaningful relationships with the community they serve. The Executive Director will set the event(s) mission, policy, rules and regulations, and govern its financial operations.

## **Essential Job Duties**

Manages all aspects of events including conceptualizing, designing, preplanning, and fully executing (logistics, venue review, qualifying vendors, etc.).

Distributes relative event materials such as, but not limited to, applications, vendor packets, park maps, schedules, processes, and event flow to appropriate parties with enough time to allow for evaluation and feedback prior to event.

Develops and maintains schedules including set-up, event schedule, and tear down.

Secures proper permitting and ensures compliance with Town of Granby and Grand County Public Health, and other agencies as required by event.

Coordinate vendors, handle vendor and attendee queries, troubleshoot on the day of event and oversee the dismantling and removal of the event to clear the venue efficiently.

Vendor recruitment and selection, including curation of vendors based on quality and type of product and service offered.

Maintain a database of vendors, including their contact information, and any licenses or permits each vendor possesses based on the products they are selling.

Manage and update time sensitive information posted on event websites, social channels, ticket software, event software and printed collateral.

Communicate Farmer's Market, activities, and rules to vendors for Music & Market events.

Contribute time with other staff to seek sponsorships.

Creation of sponsorship signage to be displayed during the events.

Develops, manages, and reconciles event budgets. Assists with annual departmental budget development.

Develops and manages event-related contracts and invoices.

Responsible for event metrics such as attendance, consumption patterns, etc.

Recruits, manages, and organizes volunteers for community events and office support. Maintain a database of volunteers including their skills, contact information, and relevant details.

Responsible for maintaining and forming relationships with diverse community members for volunteer support. Creation and execution of volunteer appreciation and recruitment events.

Solicit live entertainment for 4th of July Party in the Park, Music & Market and Art in the Park, as well as sponsors for the entertainment.

Recommend, develop and implement new promotional ideas to increase community event attendance

Create a marketing calendar and coordinate the release of marketing materials by partnering with the marketing consultant to promote registrations, vendor sign ups and event attendance.

Evaluates all aspects of events with the goal of improving quality as well as cost and time efficiencies.

Conduct period surveys to assess customer opinions and satisfaction

Ability for flexible work schedule to work nights and weekends as needed for a specific events

Exercise strong cultural sensitivity and consideration of Granby's unique, rural mountain-town feel

Other related duties as assigned

### **Qualifications**

2 years of event experience, including private events of 150+ and/or community events of 1,000+

Excellent written and verbal communication skills

Ability to prioritize and handle multiple projects simultaneously

Creative problem-solving

Organizational & time-management skills

Strong proficiency in Microsoft Office Applications, Canva experience preferred

Effective in providing exceptional customer service

Ability to maximize resources and establish key relationships

Budget Management

Must possess and maintain a current, valid driver's license.

### **Physical Requirements**

Position involves working outdoors with exposure to all types of weather conditions.

Must be able to work evenings, weekends, and holidays for scheduled events.

Must be able to stand and walk for extended periods of time during events.

Must have the ability to bend, squat, and frequently lift and carry 30 pounds and occasionally lift up to 50 pounds for event set-up and tear-down.

**Compensation**

Position is full-time, exempt. Hours will include some remote working, as well as weekend and after business hours to accommodate events.

Healthcare Stipend, 403(b) plan, two weeks vacation.

Salary starts between \$56K-\$62K.