



JOB TITLE: Events & Partnerships Manager

SALARY RANGE: \$ 66,950.00 - \$ 77,250.00

OPENING DATE: October 28, 2025

CLOSING DATE: November 14, 2025

REPORTS TO: Director of Riverwalk Events

WORK HOURS: Monday – Friday 8:30 AM – 5:30 PM - (some evenings, weekends, holidays and occasional travel - minimum forty (40) hours per week)

JOB SUMMARY:

The Events & Partnerships Manager is responsible for planning, executing, and overseeing River Walk events while managing sponsorships and partnerships. This role involves event operations, securing sponsorships, and ensuring sponsor fulfillment. The Manager will also coordinate participant relations and work closely with vendors, sponsors, and internal teams to enhance event programming.

KEY RESPONSIBILITIES:

Event Operations

1. Planning & Execution
 - Lead event planning and execution in coordination with the Director.
 - Manage event logistics, staffing, and on-site execution.
 - Coordinate vendor bookings, contracts, and billing.
 - Identify and secure exhibitor vendors for select events.
 - Oversee signage and display execution.
2. Parades & Celebrations (5+ Annually)
 - Manage logistics, planning, and execution of parades and celebrations.
 - Develop and enforce event timelines and deadlines.
 - Handle setup and breakdown of event elements.
 - Oversee talent booking and vendor procurement.
 - Maintain and update online participant registration forms.
 - Lead participant meetings and communications.
3. Additional Responsibilities
 - Support special event production.
 - Coordinate with sponsors, partners, and participants.
 - Provide marketing teams with relevant event details.
 - Track vendor invoicing and payments.
4. Extended Work Hours
 - Work evenings, weekends, and holidays as needed based on event schedules.

Event Sponsorship & Partnerships

1. Sponsorship Sales
 - Secure sponsorships at various levels for parades and events.
 - Maintain strong relationships with sponsors and provide excellent customer service.
 - Track sponsorship contracts, invoicing, payments, and fulfillment.
2. Sponsorship Development
 - Create and implement new sponsorship activations to enhance event experiences.

- Collaborate with community partners to develop new programming.
- 3. Sponsorship Management
 - Ensure all sponsorship agreements are fulfilled.
 - Prepare sponsorship reports and post-event documentation.
 - Maintain and update the enterprise CRM system to track sponsor and member involvement.

Management & Administration

1. Budgeting
 - Assist in departmental budgeting.
 - Track and manage event budgets.
2. Team Management
 - Oversee production and team coordination for select events.
3. Research & Development
 - Attend external events to identify best practices.
 - Evaluate event success and provide reports to the Director.
 - Prepare documentation for internal meetings and management review.
4. Other Duties
 - Assist with additional responsibilities as assigned by the Director.

JOB REQUIREMENTS:

- Minimum of three years of event production experience.
- Strong sales and fundraising abilities.
- Excellent verbal and written communication skills.
- Ability to perform well under pressure in high-stress environments.
- Strong problem-solving, organizational, and planning skills.
- Experience with City of San Antonio regulations is a plus.
- Familiarity with River Walk operations and boating is preferred.

Software & Technical Skills:

- Proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Publisher, Outlook).
- Experience with event management software and CRM tools.
- Preferred: QuickBooks, Adobe Illustrator, Photoshop, SignUpGenius, JotForm.

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to work successfully in an independent or team environment
- Ability to work in a fast paced and deadline driven environment with strong attention to details and strong time management skills
- Strong verbal and written communications skills
- Professionalism in communicating and building relationships with the public, stakeholders, and community leaders
- Exemplary customer service skills
- Keen awareness of developments and strong existing relations within the community
- Abundant knowledge of San Antonio, its attractions, events, and activities
- Technical skills, including strong internet skills, proficient in Microsoft Office, generating and processing invoices / expense reports, social media, customer relationship management software and the ability to learn new software
- Excellent presentation and facilitation skills
- Passion for San Antonio and customer service

APPLICANT INFORMATION:

- If selected for this position, official transcripts, diplomas, certifications and licenses must be submitted at the time of processing. Unofficial transcripts and copies of other relevant documents may be attached to the application for consideration in advance.
- Please be advised that if selected for this position, information regarding employment history as it relates to the qualifications of this position will be needed for employment verification. Applicants claiming military service to meet the experience requirement for this position may attach a DD214 to the application.
- Applicants selected for employment with Visit San Antonio in this position must receive satisfactory results from pre-employment drug testing and background checks. If required for the position, a physical, motor vehicle record evaluation, and additional background checks may be conducted.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:

- High-level interaction with the public and key stakeholders.
- Expected to maintain a professional demeanor and grooming standards.
- Work locations include office settings, the River Walk, marinas, and event sites.
- Ability to lift and carry up to 50 pounds.
- Must be physically capable of working near water and on floating boats.
- Must obtain boat operation certification within six months.
- Ability to work in varied outdoor weather conditions, including extreme temperatures

This position is a fulltime position, subject to local travel and/or evening and weekend hours on an as needed basis. Visit San Antonio offers a competitive benefits package including paid holidays and annual leave, health & wellness plan options, and retirement plan options. Visit San Antonio is an equal opportunity employer. Applications from women, individuals with disabilities, veterans, and people of diverse cultural backgrounds are encouraged.

To apply for this position, please send your application, EEO questionnaire, resume, and cover letter to jobs@visitsanantonio.com.

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