



16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION:	Event Manager
STATUS:	Exempt
ORGANIZATION:	16 Tech Community Corporation
REPORTS TO:	Director of Events, 16 Tech Community Corporation

ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship and a driver of the tech enablement of the life-sciences and advanced manufacturing industries key to Indiana's economy. Connected to diverse neighborhoods in downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home today to three buildings with 200+ innovation related entities that employ more than 800 people. Over the next ten years, 16 Tech is projected to grow to 13 mixed-use buildings and create 3,000+ jobs.

The nonprofit 16 Tech Community Corporation is responsible for the physical and programmatic development of the 16 Tech Innovation District. 16 Tech Community Corporation's mission is to create an inclusive innovation community for Indianapolis, and its role as an entrepreneurial service organization and workforce partner contribute directly to the value proposition of the district. 16 Tech seeks team members who are motivated by and embody its values:

- **Innovation and entrepreneurship:** We believe innovation is vital.
- **Personal Connection:** We believe places bring people together.
- **Inclusivity:** We believe everyone can be an innovator.
- **Collaboration:** We believe collaboration is a winning strategy.
- **Community:** We believe it's important to be good neighbors.

16 Tech Community Corporation is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

POSITION OVERVIEW

The Event Manager will play an active and vital role on the 16 Tech Community Corporation events team. The Event Manager's primary responsibilities will be selling and servicing small to medium-sized public and private events in 16 Tech's HqO Innovation Hub, which is home to the AMP food hall, coworking/meeting space and the Machyne makerspace. The Event Manager will manage inbound leads, sell event space, facilitate client communication including site visits, execute client event logistics and coordinate with key stakeholders. The Event Manager will act as a service lead for 16 Tech key stakeholder/partnership events and serve as on-site support for large-scale events. The Event Manager

facilitates logistics of district engagement events. The Event Intern/part-time coordinator will report to the Event Manager.

Events include 16 Tech owned/partnered events and client events inclusive of but not limited to corporate meetings, pitch competitions and presentations, community events, festivals, markets, fundraisers, holiday events and concerts.

Individual must be comfortable with working evenings and weekends.

ESSENTIAL FUNCTIONS

Event Sales & Services

- Responsible for the timely management of all inbound leads, including facilitating responses from venue management in a timely manner, communicating to the client (i.e. site walk through), booking the event and updating internal stakeholders.
- Build book of business, fostering relationships for return clients.
- Work with Director of Events to facilitate outbound sales/outreach for small to medium events.
- Execute small to medium public and private events for clients, managing logistics at a high-level customer service from start to finish (client planning to client invoicing).
- Negotiate and execute event contracts including pricing, catering and outside vendors (AV).
- Support logistics and execution of 16 Tech key partner and large-scale events, under of direction of Director of Events.
- Assist with general event setup, including equipment and supplies. Manage site supervisor and offsite AV when applicable.

Client & Internal Communications

- Coordinate logistics and serve as a point person for vendors (bar, food, AV, setup supervisor).
- Communicate with internal stakeholders, working with multiple space managers and facility owners enforcing event policies. working evenings and weekends, cross-functional nature and working with multiple 16 Tech space managers, working with other facility owners in the District, potential of outdoor events.
- Responsible for ensuring internal team is aware of any event implications or requests (i.e. speaking role, tours, media, etc.).
- Manage curation of internal calendar of events, building out processes to relay necessary information to internal team on event details and specifics.

Other

- Support Director of Events in collecting market data and pricing.
- Support event venue marketing efforts including coordinating on collateral/calendars/venue postings, etc.
- Support logistics of 16 Tech tours and onsite events.
- Various other administrative duties.

SKILLS & EXPERIENCE

- Experience in event sales and services, including public, for-profit and not-for-profit events.
- Have a passion for hospitality and serving client needs, exceeding client expectations.
- Self-starter with the ability to manage multiple projects with little oversight and strong attention to detail.
- Demonstrate ability to communicate with multiple stakeholders and manage multiple events at once, managing multiple spaces.
- Experience using venue management software platforms.

QUALIFICATIONS & EDUCATION

- B.A. in hospitality management or 3-5 years of work experience in an event coordinator/manager role.
- Evening and weekend availability required.

DETAILS

To apply, please submit a cover letter and resume to careers@16tech.com by April 12, 2024. Applications will be reviewed and interviews will be conducted on a rolling basis.

More information is available at <https://www.16tech.com/>