



Event Manager

The Boston Society for Architecture (BSA) is member-led association and one of the oldest and largest chapters of the American Institute of Architects (AIA) in the United States. The BSA is committed to professional development for its members, advocacy on behalf of great design, and sharing an appreciation for the built environment with the public at large. Comprised of world-renowned architects, designers, engineers, builders, and other industry professionals, we benefit from a committed membership who are some of the leading thinkers and innovators in professional practice today. Established in 1867, the BSA today consists of nearly 4,000 members and produces a diverse array of content for programs and publications. Its partner organization, the BSA Foundation, supports the civic and public outreach of the architectural community. The BSA operates as a convener, educator, and action leader to ensure that the power of design is fully employed in creating solutions to the equity and climate crises of our time.

The BSA is currently recruiting for a new Event Manager.

Reporting to the senior director of philanthropy and membership, the event manager will collaborate with internal and external stakeholders to strategize, manage, plan, and execute a variety of in-person and virtual events designed to support the mission of the BSA. In this role, they will manage a portfolio of small to large scale events as well as assist with departmental projects, processes, and tasks. Strategic, as well as operational, the event manager coordinates a range of experiences, works collaboratively in a team environment with internal and external stakeholders, and contributes creative ideas to enhance the quality of each event. This position requires the highest level of attention to detail.

Primary Responsibilities:

- Create, plan, and execute on a variety of events (e.g., conferences, workshops, exhibits) that support BSA initiatives. This includes leading the process to plan the annual calendar of BSA events, while taking into consideration strategic direction of the organization and timing of other community events and holidays.
- Collaborate with cross-functional teams to understand and strategize event objectives, goals, and requirements to meet clearly articulated outcomes. These outcomes may relate to member and community engagement, increased awareness of BSA, and/or revenue.
- Develop and oversee comprehensive event plans (which may include Wagdy Symposium, conferences, award ceremonies, galas, networking events, exhibits, and other) including layout and event flow, procurement of equipment and supplies, venue sourcing, catering

needs, and onsite staffing needs as well as event schedule and budget management, making strategic recommendations.

- Partner with internal and external content experts on event flow, programmatic elements, and script development. While content experts will be providing the programmatic expertise, this position will provide support and guidance to them, while taking the lead on executing all event logistics.
- Assist internal and external content experts with speaker research, outreach, and selection. Once confirmed, negotiate participation terms, execute contracts, manage speaker logistics, communicate event details, and provide speakers with necessary information to secure a successful event.
- Source, negotiate with, contract, and manage vendors, suppliers, and service providers for various event needs such as venues, catering, A/V, transportation and more.
- Coordinate and execute event set up and tear down, alone or with a team.
- Conduct and manage event planning meetings, event staff briefings, and post-event debrief meetings as needed.
- Perform other duties as assigned.

Qualifications:

- Bachelor's degree preferred or comparable work experience.
- 3-5 years of progressively responsible event management and implementation.
- Excellent written and verbal communication skills.
- Ability to gather and synthesize information.
- Excellent interpersonal skills and ability to work effectively with diverse groups of people.
- Possess a strong work ethic and ability to be highly organized, efficient, and effective in task and time management.
- Strong project and program management skills including meticulous attention to details.
- Demonstrated ability to collaborate, coordinate, and work effectively with peers, volunteers, and community partners.
- Ability to work in a high-visibility, fast-paced environment and manage multiple projects, initiatives, and events in parallel.
- Ethical compliance, confidentiality, and professionalism.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for BSA's mission and commitment to working collaboratively with others.
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- Ability to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Strong analytical skills; basic business intuition, and common sense.
- Ability to work after hours at events and gatherings as needed; requires access to a car.

The BSA offers competitive salaries and a comprehensive benefits package (including paid time off; medical/dental/vision insurance; 100% employer-paid life and disability insurance; 401(K) retirement plan; professional development funding; and charitable contribution match). We also offer a healthy work-life balance that includes a hybrid work environment (in office on two days a week (Tuesdays and one other day) and as needed for events). When you join BSA, you will be working with a talented and diverse group of professionals who are committed to the mission of the BSA.

Salary Range: \$75,000-85,000 based on experience.

For more information, visit architects.org or architects.org/foundation.

To apply for this position, please submit resume and cover letter to jobs@architects.org.

The BSA is AN equal opportunity employer. The BSA is passionate about fostering a diverse, inclusive and respectful work environment. Applicants of all race, color, religion, sex, gender identity and/or expression, sexual orientation, education, national origin, marital status, genetics, disability, age, veteran status, and diverse backgrounds are encouraged to apply. Candidates must be authorized to work in the United States.