

Position: Special Events & Summer Programming Director

Location: 5075 South Union Street, South Bloomfield, OH 43013

Reports to: Executive Director

Availability Requirements: Full time with flexibility

The Place: The Place is a locally owned and operated community-centric location in which people of all ages can take classes and programs to physically, mentally and emotionally grow into the best version of themselves. The Place offerings are continually expanding and changing to meet the community's needs.

The Place is the community resource for extra-curricular programming outside of the school's offering. People choose The Place because of The Place's high value allocation on selecting and providing the very best in art, music, athletics, STEM, and more. The Place is designed to provide people with additional tools they need to navigate the world. It is a safe and comforting place to grow.

Special Events & Summer Programming Director: The Special Events & Summer Programming Director is responsible for all special events within The Place that are not regularly hosted or programmed. This includes, but is not limited to, birthday parties, wedding/baby showers, special request events from guests, etc. The summer programming includes, but is not limited to, researching, scheduling and organizing approximately eight weeks of summer camp options for all spaces within The Place building. The Special Events & Summer Programming Director should be highly organized and detail oriented; as well as people-friendly, understanding and accepting of changing environment and the ability to be flexible in a changing environment. The Director will work collaboratively with all staff within The Place, serving as a leader of the organization, providing direction, insight and guidance on the overall programming of the organization. While the position is based in South Bloomfield, the Director will have work flexibility with the opportunity to work remotely when being on-site is not required.

Responsibilities:

- Research, organize and host approximately eight weeks of summer programming
- Identify hosting opportunities for special events and programming
- Work with guests to organize and host special events of their choice (birthday parties, showers, etc.)
- Regularly review competitor birthday party offerings and update packages, offerings and other services available for The Place hosted parties
- Manage event calendar in coordination with other programming
- Support and work with other key staff members on event ideas, programming support and overall growth opportunities for staff and The Place offerings
- Support a positive work environment with open and honest communication to staff and guests. Create positive relationships with outside vendors and other parties that can support events at The Place.
- Serve as the facility leader, guiding staff and guests, making critical decisions and supporting the overall brand of The Place with a positive environment

Required Knowledge, Skills & Abilities:

- 4-year Bachelor's Degree in communication, marketing, advertising, event planning, coordination or relevant field and minimum of 5-7 years of experience with an in-house events team
- Excellent verbal and written communication skills, coordination and planning
- Ability to see the big picture and plan holistically for the future of the organization
- Demonstrates good judgement and decision making skills in changing situations
- Is creative at heart with desire to continuously improve and create new opportunities
- Ability to lead and provide guidance to staff of all ages and abilities