



Events Manager

Lexington Market Inc.

Our Events Manager leads the planning and execution of events and programs at both Baltimore Public Markets and Lexington Market. Each day will be filled with exciting opportunities leading to the creation of educational and fun programs inspired by the market's offerings!

We are looking for an experienced individual to manage public and private events and coordinate with other departments to ensure that our markets are represented at their best. If you are comfortable with diverse customer bases, like working for a non-profit, are a pro at managing events from soup to nuts, can work independently and take initiative, then this could be for you!

Responsibilities:

- Function as the primary point of contact for questions and concerns relative to events and programs
- Develop an annual event/programs calendar that reflects the awareness of federal and religious holidays, large community events, sporting events and conventions
- Implement data tracking systems for event marketing and planning, including research activity for future event decisions
- Provide hands-on event management including welcoming guests, problem-solving, directing set-up and take-down, communicating with staff, and organizing vendors.
- Work with the marketing team to create effective promotions for events/programs, and craft marketing materials such as print/digital flyers for individual events
- Manage permits, contracts, vendor, and contractor information.
- Collect and submit forms in a timely and organized manner
- Create future event opportunities by networking and developing relationships with attendees.
- Demonstrate to clients a strong knowledge of our market venues and provide guided tours to clients about event possibilities
- Assist the Director of Marketing & Communication in monitoring budgets to ensure revenue goals are met and expenses are kept within established boundaries
- Administer all phases of event and program development, including but not limited to sales, planning, marketing, servicing, and administrative procedures.
- Coordinate event entertainment, including music, performers, and guest speakers

- Champion, drive, and build programs that are comprehensive, balanced and offer attendees maximum opportunity to participate and network
- Develop strategies to coordinate program communication, implementation, budget management, and functionality with other departments
- Create event information overview with key components such as contact information, date, format, tour schedule, number of attendees, menu, entertainment, budget, venue capacity, and timeline

Skills and Attributes:

- A self-starter who takes initiative with an acute attention to detail and proficiency in time management
- A quick learner and competent decision maker who works well with other teams
- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel)
- Excellent verbal and written communications skills
- Superb organizational, analytical, and coordinating abilities
- Works well within budget parameters
- Experience with nonprofit events and the use of Triple Seat is a plus

Position Type/Expected Hours of Work:

- This is a full-time non-exempt position on-site at Baltimore Public Markets and Lexington Market
- Occasional evening and weekend work will be required
- This role reports to the Director of Marketing and Communications as part of the marketing team.
- The minimum salary for this position is \$50,000 and increases according to experience.

Apply to: <https://baltimoremarkets.org/> <https://lexingtonmarket.com/>

LinkedIn

Indeed

All Applicants are Required to Submit Resume and Cover Letter

Lexington Market, Inc. and Baltimore Public Markets Corp. are Equal Opportunity Employers

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, marital status, veteran status, non-job-related disability, or any other protected group status.