



Event Operations Manager

The Operations Manager will help to spearhead event logistics for our upcoming events. They will work directly with the Mischief Management Operations Director to brainstorm, research, develop strategies for, and project manage the operational needs for our growing portfolio of events.

Qualifications

- 1-2 years event operations experience
- Experience with large-scale events a plus
- The ability to think creatively while maintaining a strong attention to detail and logistics
- Strong interpersonal communication skills, especially over written communications
- Passion for puzzles and pop-culture a must
- Experience communicating with both clients and customers
- Experience with contract negotiations
- A willingness to always “look for the yes” and strong problem-solving abilities

Responsibilities

- Establish and monitor the registration system for events, including:
 - Updating policies as needed and ensuring consistency across platforms
 - Managing attendee types and “perks” for distribution at the event
- Identify volunteer needs and spearhead outreach for on-site volunteers, orientation, and general management
- Act as direct contact with venue and manage the room setups, F&B, and other needs
- Act as point of contact with a variety of event contractors such as: EMS, security, A/V, exhibitor service companies, etc.
- Working with Operations team to manage the “Marketplace,” including:
 - Outreach, contact, and communication of vendors
 - Autograph booth set-up and line management
 - Celeb photographer selection, contracting, and management
- Other duties as assigned

This is a full-time remote position. However, preference will be given to individuals located in the following areas: Chicago, IL; Washington, DC; Columbus, OH; New York, NY. Compensation is commensurate with experience. We are looking for individuals available immediately. This role requires some travel. You will be expected to attend one or more Mischief Management events as part of your work. Mischief Management is an equal opportunity employer. Candidates of color are strongly encouraged to apply.

To apply, please send a resume and cover letter to jobs+ops@mischiefmanagement.com.