



Downtown Brooklyn Partnership Events Manager

Organization Background

Downtown Brooklyn Partnership (DBP) is a not-for-profit local development corporation that serves as the primary champion for Downtown Brooklyn as a world-class business, cultural, educational, residential, and retail destination. Working together with the three business improvement districts (BIDs) that it manages – MetroTech BID, Fulton Mall Improvement Association, and Court-Livingston-Schermerhorn BID – the Partnership’s diverse activities include attracting new businesses and improving the environment for existing stakeholders; facilitating the construction of public spaces and streetscapes that promote an active and cohesive community; supporting and promoting Downtown Brooklyn’s cultural and civic assets; and encouraging a unified sense of place and an engaged community.

Roles and Responsibilities

DBP is seeking an experienced and dynamic Events Manager to lead the planning, execution, and promotion of a diverse portfolio of public programs and events. This role is highly collaborative and outward-facing, working closely with community partners, vendors, artists, businesses, and internal teams to deliver high-quality experiences that reflect and elevate Downtown Brooklyn’s brand.

The ideal candidate is an organized, creative events professional who thrives in fast-paced environments, brings a keen eye for detail, and is passionate about community-focused public programming. Specific responsibilities include:

Event Strategy & Execution

- Plan, manage, and execute DBP’s signature events and programming series, including Downtown Brooklyn Presents and Cultural District initiatives, ensuring alignment with organizational goals and brand standards.
- Develop detailed event plans, including timelines, site layouts, run-of-show documents, staffing plans, and contingency protocols.
- Oversee on-site event operations, troubleshooting in real time to ensure a safe, engaging, and seamless attendee experience.

Partnerships & Stakeholder Engagement

- Identify and coordinate with a wide range of partners—local organizations, cultural institutions, businesses, performers, and public agencies—to strengthen programming and broaden community participation.
- Serve as the primary point of contact for event vendors, participants, and partners.

Marketing & Promotion

- Collaborate on and contribute to promotional and marketing materials for events, including website content, e-newsletters, social media, signage, and printed collateral.
- Ensure consistent branding and high-quality presentation across all event communications.

Operations & Team Coordination

- Work in close coordination with Operations and internal teams to facilitate permitting with the NYC Street Activity Permit Office, NYPD, and relevant property owners to ensure insurance compliance and oversee logistical requirements.
- Oversee the hiring, training, and supervision of seasonal and event staff.
- Maintain inventory, oversee equipment care, and manage vendors related to design, production, and event logistics.

Additional Duties

- Support other DBP programs, community initiatives, and outreach activities as needed.
- Participate in evening and weekend events as required by program schedules.

Qualifications

Qualified candidates will have the following skills and qualifications:

- 3–5+ years of professional experience in event planning, program management, marketing, or a related field; experience with public-facing or community-based events strongly preferred.
- Demonstrated experience supervising staff, interns, or volunteers.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills; confident and professional with diverse stakeholders.
- Basic design sensibility and experience guiding creative assets; familiarity with Adobe Acrobat and Microsoft Office required (Photoshop/Illustrator a plus).
- Entrepreneurial, collaborative, and solutions-oriented mindset.
- Ability to work outdoors in varying weather conditions and maintain a flexible schedule, including evenings and weekends

Compensation

\$70,000 - \$80,000

Competitive benefits package.

To Apply

Interested candidates should email a cover letter and resume to jobs@downtownbrooklyn.com with the subject line “Events Manager.”

**** Only applications submitted through jobs@downtownbrooklyn.com will be considered. ****

Downtown Brooklyn Partnership is an Equal Opportunity Employer

We are dedicated to building a culturally diverse workplace representative of Brooklyn’s strengths and the people we serve. DBP strongly encourages applications from qualified minority and women candidates.