The Myrtle Beach Downtown Alliance is Hiring!

This small but mighty downtown development organization is seeking to staff up and fill an Events and Operations Manager position. This is a full-time salaried position with benefits. This is an extraordinary opportunity to help build a new organization from the ground floor. If you are passionate about downtown development and revitalization, creating great civic places and enhancing the quality of life in Downtown Myrtle Beach, please see the job descriptions below and send your resume and cover letter to amy.barrett@mbdowntown.org.

Events & Operations Manager

The Alliance is seeking an Events & Operations Manager to manage programs and events that contribute to a vibrant downtown district and that create a critical mass of activity that supports retail and restaurants, fosters healthy social settings, provides a feeling of safety and security, and encourages people to live and work in downtown Myrtle Beach.

In addition to managing program logistics for events, the Events & Operations Manager will also be responsible for working with the Downtown Ambassadors program and the various city departments that oversee a wide variety of assets in downtown’s public realm including parks, plazas, parking facilities, sidewalks, planters, bike racks, and lighting.

The ideal candidate will have a strong understanding of how to enhance the district as a destination and will enjoy creating programs and initiatives that encourage residents and visitors to engage with downtown Myrtle Beach in new and interesting ways. This professional will spend their days collaborating with other members of the Alliance team, downtown stakeholders and partnership organizations to expand awareness and understanding of the importance of Downtown Revitalization efforts to the city’s future.

Responsibilities

Every day is different. This position will have a broad range of responsibilities, some of which include:

- Developing and maintaining a calendar of events for Downtown Myrtle Beach
- Promoting and publicizing events through multiple channels including traditional and social media
- Designing downtown interventions to inspire residents and visitors to connect with Downtown
- Planning events and public space interventions from start to finish
- Preparing and adhering to event budgets
- Sourcing and negotiating with vendors and suppliers
- Analyzing the event and initiatives successes and preparing reports

Qualifications and Experience

- You are highly organized and able to manage details of multiple events and initiatives simultaneously, ideally with three to five years of experience in event management
• You have big ideas about how to enhance downtown vibrancy via creative public space interventions and are enthusiastic about activating non-traditional event spaces in downtown
• You have a knack for problem-solving
• You thrive in a collaborative environment while taking the initiative and making things happen
• And you have a bachelor’s degree as well as a good sense of humor
• Experience in stakeholder/community engagement desired

**Office Administrator**

The Alliance is seeking an Office Administrator to provide administrative and programmatic support a staff of three—CEO, Community Engagement Director, and Events & Operations Manager.

The Office Administrator will be responsible for general office support including but not limited to bookkeeping, payroll, managing meeting agendas and schedules.

The ideal candidate will be resourceful, excel at organization, management of multiple peoples' time and expectations, and have a self-starter attitude, getting things done before others recognize the need.

**Responsibilities**

Every day is different. This position will have a broad range of responsibilities, some of which include:

• Bookkeeping and payroll administration
• Managing and scheduling meetings
• Interacting with a wide variety of visitors, guests and downtown stakeholders
• Preparing reports and maintaining filing systems
• Coordinating various calendars, sending emails, prepping for large meetings and presentations, capturing notes in meetings, and many other related tasks

**Qualifications and Experience**

• You are highly organized and personable, ideally with three to five years of experience in office administration
• You have excellent computer skills, including Microsoft Office; QuickBooks or other accounting software desired
• You are comfortable supporting an office with a small team of professionals with routinely shifting demands
• You have a good sense of humor and a team player

**About MBDA**

The Myrtle Beach Downtown Alliance (MBDA): The MBDA is a non-profit 501(c)(3) organization dedicated to revitalizing downtown Myrtle Beach. The MBDA is overseen by a Board of Directors consisting of business and property owners in the District, representatives of non-profit partner organizations, elected City officials, and staff.