

Title: Vice President, Event Productions and Programming

Reports to: Executive Vice President of Development and Operations

Organizational Overview:

3CDC is a private, non-profit, real estate development and finance corporation focused on revitalizing Cincinnati's urban core in partnership with the City of Cincinnati and the Cincinnati corporate community. 3CDC's work is specifically focused on the Central Business District and in the Over-the-Rhine neighborhood. 3CDC invests in and develops residential, office and retail properties, parking facilities and civic spaces. 3CDC also manages several major real estate assets and provides event production services for two major civic spaces.

In addition, 3CDC manages The Cincinnati Equity Fund (CEF) and the Cincinnati New Markets Fund (CNMF) and its subsidiaries. These investment funds play an important role by providing needed financial capital to 3CDC's development projects.

Position Summary:

The Vice President, Event Production and Programming will be a member of the 3CDC management team reporting directly to the Executive Vice President of Development & Operations. The position is responsible for the overall leadership, direction, budgeting and focus of the events programming on Fountain Square and Washington Park. Fountain Square and Washington Park are the City of Cincinnati's premier civic spaces. Creating a quality, clean, fun, safe and actively programmed space is of utmost importance, while driving large numbers of visitors to downtown and Over-the-Rhine. 3CDC has actively managed and programmed Fountain Square since 2006. Washington Park is currently undergoing a \$48 million renovation and expansion and will be actively managed and programmed for the first time by 3CDC, beginning at the conclusion of construction in the spring of 2012.

The Vice President, Event Productions will have staff reporting directly to him/her including the Sponsorship Manager, LED Manager, Events Manager and a graphics Intern.

Position Responsibilities:

The Vice President, Event Productions responsibilities include, but are not limited to the following:

- Provide overall leadership, direction and focus to the event programming on Fountain Square and Washington Park by developing all aspects of event programming (for both 3CDC and 3rd party events) including programming, marketing, event operations (scripted), budget and financial management.
- Develop and implement "best in class" programming and events within Fountain Square and Washington Park.
- Develop and implement comprehensive fundraising and sponsorship plan to financially support operations of Fountain Square and Washington Park.
- Assist the Vice President of Communications in development of the marketing and communications plans for Events at Fountain Square and Washington Park.
- Develop content for the LED Board at Fountain Square and LED screens in Washington Park which promote the Fountain Square and Washington Park events and programming, 3CDC activities in Downtown and Over-the-Rhine, 3CDC partners and the greater Cincinnati Region in general.
- Direct supervision of the staff (Sponsorship Manager, LED Manager, Events Manager and a graphics Intern) and third party contractors
- Work closely with the Director of Operations to assist with overseeing daily event execution with the operations staff
- Build and maintain strong, production relationships with key stakeholders including the City of Cincinnati, Cincinnati Park Board, property owners, and partner organizations.

Position Qualifications:

- Demonstrated skills, knowledge and directly related experience in the creation, production, management, budgeting and operations of large events.
- Experience at developing and managing budgets.
- Experience in developing event concepts, the budget (revenue and expense) for the events and the detailed event production scripts.
- Demonstrated ability to develop standards for high quality events
- Experience with developing and implementing sponsorship and fundraising programs.
- Demonstrated Experience in supervising and personnel management skills including supervising outside contractors.
- Ability to work in a fast-paced environment.
- Excellent oral and written communication skills.
- Proficient in computer applications such as Microsoft Word, Excel, PowerPoint and Outlook as well as general office procedures and equipment.

Work Experience and Educational Background:

- Bachelors Degree from an accredited college or university required in a related degree program.
- Minimum of 4-6 years directly related to experience preferred.

Send resume to:
3CDC
attn: Human Resources
1410 Race Street
Cincinnati, OH 45202
or
humanresources@3cdc.org

RESUMES WILL BE ACCEPTED UNTIL POSITION IS FILLED

3CDC is an Equal Opportunity Employer.