



Events Producer

Position Summary:

The Events Producer will join Youth Radio's team to take our events to the next level. You'll be the creative and logistical force behind events for the nation's lead producer of youth reporting and opinion. Youth Radio has won Peabody, Dupont, Kennedy, and White House Awards and reaches tens of millions of listeners through syndication. Now we want to build out our event strategy to celebrate milestones, build engagement with our audience, donors, families, and community by leveraging events to further our strategic initiatives.

Position Responsibility:

- Create the look, feel, and structure for Youth Radio events.
- Work with the Arts & Entertainment team on live event logistics and support monthly events.
- Plan Youth Radio graduations and open houses quarterly.
- Create a Visitor's Program for donors, community members, and guests
- Explore and cultivate strategic partnerships with sponsors and the community.
- Lead logistics and look and feel for major meetings, retreats, and events.
- Creatively curate events to highlight Youth Radio's work, alums, and create a strategy to leverage events to earn revenue
- Work with development team on 25th year anniversary signature event

Required Education and Experience:

- Bachelor's degree or equivalent work experience.
- Minimum three years experience in event planning.
- Experience working with and coaching youth is a plus.

Required Skills, Abilities, and Knowledge:

- Experience in project planning, and a strong attention to detail.
- Ability to coach and prep speakers for MC roles.
- Strong communication skills, ability to listen to needs and present ideas and solutions to meet organizational goals.
- Coordinate and monitor event timelines and ensure deadlines are met.
- Initiates, coordinates and/or participates in all efforts to publicize event.
- Work with Communications/Marketing team to edit and design promotional materials.
- Develop and oversee fundraising events.
- Work with Development team to secure sponsorships.
- Work with printer and designer to develop event invitations.
- Manage correspondence. Create invitee list. Send out invitations and manage RSVP list.
- Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
- Keep inventory of backdrops, projectors, computers, and other display materials.
- Ability to multi-task. Working with different teams internally and with suppliers, contractors, and many other parties at the same time with a customer service and interpersonal skills set to make things happen.
- Familiarity with spreadsheets for planning and budgeting purposes
- Strong problem solving skills and ability to remain calm under pressure

Salary & Benefits:

This position includes a comprehensive health, benefits and vacation package, with a salary commensurate with experience.

Requirements:

- Cover Letter
- Resume and samples of work

Contact:

Please send requirements to hr@youthradio.org. Please put "Events Producer" in subject line. No calls please. Youth Radio is an Equal Employment Opportunity and Affirmative Action Employer. Qualified applicants will



receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender perception or identity, national origin, age, marital status, protected veteran status, or disability status.