



TRYBAL
GATHERINGS

EVENT PLANNER

OVERVIEW

Trybal Gatherings, the leading provider of Jewish camp experiences for young adults, is seeking an enthusiastic, driven, and highly organized event planner to help create, coordinate and successfully execute one-day and multi-day immersive experiences in one the most innovative entrepreneurial ventures in Jewish millennial engagement.

The ideal candidate is an experienced event manager who's passionate about immersive experiences and is excited to elevate the landscape of Jewish millennial engagement. The candidate must be able to execute events that are aligned with Trybal's strategic vision.

ABOUT YOU

You have proven experience in event and conference planning, and are meticulously organized when executing an idea from concept to implementation. You are eager to ensure that events are flawlessly executed, can foresee risks and anticipate needs so that attendees are impressed and entirely satisfied with their experience. You are constantly seeking that new idea or element that will make an experience memorable. You gravitate toward the “wow” and you understand how to bring big ideas to fruition in an effective and timely manner. You look for creative solutions and rarely let the word “no” get in your way. You understand how important the details are and work diligently to avoid problems before they arise. You have a real understanding of hospitality and understand the details of an experience that make people feel part of something bigger than themselves. You have a deep, holistic understanding of event planning and production, and thrive in being part of a values-based team and Jewish community. Additionally, you are (or have):

- Exceptional coordination, planning, leadership and interpersonal skills with attention to detail and a keen eye for aesthetics.
- Comfortable managing multiple projects simultaneously.
- High emotional intelligence, excellent writing and oral communication skills while also being a great listener.
- Possess a strong work ethic, sense of integrity, and an abundance of patience.
- Comfortable working independently in a remote environment with minimal supervision.
- Connected to millennial culture and the latest trends in the events scene
- Highly organized, have strong negotiation skills, time-management skills and are an a resourceful problem-solver
- Strong at managing data and organizing events on multiple platforms, such as RegFox, Excel, Google Suite, SurveyMonkey, and Canva. CRM experience and graphic design skills are preferred.
- A dynamic team player who quickly learns new skills along the way.



CORE RESPONSIBILITIES

Camp & Event Management

- Coordinate with staff, participants, and vendors to establish the needs for an event
- Manage complex event logistics and scheduling to ensure smooth experiences on the ground, including setup needs, coordinating with facilities, catering, managing program supplies and inventory, A/V setup and registration data
- Manage booking and coordinating travel, hotels, and transportation. Manage corresponding data for effective tracking and reporting.
- Research and propose appropriate venues, negotiate contracts, and serve as the primary liaison between the venue and Trybal
- Be the first onsite and the last to leave after striking the set, managing setup, tear-down, and post-event operations to ensure every aspect of the experience upheld expectations.
- Source vendors and support the hiring and management of seasonal staff, including managing contracts, travel, transportation, purchases, and payments
- Oversee project management and timelines for events. Provide direct operational, programmatic, and administrative support for programs to stay on track for deadlines.
- Anticipate attendee needs and prepare against potential risks
- Develop post-event reports, budget tracking, and evaluation
- Manage Trybal's events calendar and implement a system that keeps the team operating efficiently and proactively

Program & Business Development

- Provide strategic, innovative thinking to “connect the dots” around key event components including programs, brand message, locations and overall participant experience. Propose opportunities for innovation and experimentation throughout the organization
- Cultivate new corporate sponsors and manage relationships with existing brands
- Communicate regularly with partners, sponsors, staff, and venues to ensure everyone involved has what they need to be successful.
- Assist with registration when needed, communicating directly with participants and staff
- Support recruitment/leads for new participants, alumni, and staff
- Collect and manage all legal forms, licensing, permitting, and compliance for events and programs.
- Create and monitor event budgets and manage expense tracking. Work closely with the finance staff to manage invoices and payments
- Any additional duties or projects assigned.



POSITION DETAILS

- This position reports to the Chief Growth Officer
- BA/BS degree, event certification preferred
- This is a remote position. Candidates in Trybal’s hub cities (Boston, New York, Los Angeles) are preferred
- Must be available to travel and work on location
- Salary range is \$55K - \$65K based on experience
- Minimum of three to five years’ experience in event management or event operations.
- Flexible vacation policy, professional development stipend, healthcare & retirement benefits available
- The person must have a valid driver's license and be able to lift up to 35 pounds and stand for several hours at a time
- All Trybal staff and employees must be fully vaccinated and proof of vaccination status will be required

To apply: Please submit a resume and cover letter to jobs@trybalgatherings.com. Please include “Event Planner” in the subject line of the email. Applications are reviewed on a rolling basis; early application is encouraged.

