

STAMFORD DOWNTOWN

Director of Event Production

Organization Overview:

Stamford Downtown is the Business Improvement District representing property owners within Stamford, CT's central business corridor. Founded in 1992, Stamford Downtown has been the catalyst for the transformation of Stamford's urban core into a truly mixed-used neighborhood that is a regional destination for residential life, entertainment and culture and established and emerging industries such as financial services, digital media, and technology.

Stamford Downtown provides a diverse array of services, including public realm maintenance and activation, public event production, and small business development, while advocating for responsible land use development and Complete Streets design.

Position Description:

The Director of Event Production is a strategic, creative, and results-oriented leader responsible for planning, producing, and evaluating Stamford Downtown's events and public activations. The Director oversees complex event operations, creates engaging community experiences, and ensures programs are delivered safely, on time, and within budget. The ideal candidate is a hands-on leader who excels at building collaborative partnerships, managing multiple projects, solving operational challenges, and using event results to inform future programming.

Essential Functions:

- Develop and execute a comprehensive, high-impact events strategy that aligns with Stamford Downtown's mission and goals, including signature festivals, cultural celebrations, and smaller-scale activations such as:
 - Balloon Parade Spectacular
 - Heights + Lights
 - Arts & Crafts on Bedford
 - Bark in the Park
 - WineFest
 - Brews on Bedford
 - Stamford Downtown Placemaking Activations
- Oversee all aspects of event planning and execution, including budgeting, site selection, vendor negotiation, contract management, permitting, on-site production, and post-event evaluation.

Track event attendance, budget performance, operational outcomes, and participant feedback to evaluate results and improve future programming.

- Assist the President with securing sponsorships and grants to fund events and placemaking initiatives, managing all related agreements.
- Collaborate with the Chief Operating Officer to plan and implement Stamford Downtown's public art portfolio.
- Build and maintain strong relationships with vendors, event partners, artists, and community organizations.

STAMFORD DOWNTOWN

- Manage and train event staff and volunteers, providing clear direction for day-of-event execution.

Stakeholder and Community Relations

- Cultivate strong relationships with property owners, business owners, residents, city agencies, and community groups.
- Serve as a liaison between Stamford Downtown and community partners to co-create and manage placemaking projects and events.
- Act as an enthusiastic representative of the district at public meetings, community gatherings, and Stamford Downtown events.
- Engage with the public and businesses on-site to gather feedback and assess community needs and preferences.
- Represent the organization at community meetings and events, as needed.
- Perform all other duties as assigned.

Minimum Competencies & Qualities:

- Bachelor's degree in Event Management, Hospitality Management, Arts Administration, Public Administration, or a related field required.
- Master's degree in a related field preferred but not required.
- Proven expertise in event planning and production, including logistics, budgeting, and vendor management.
- Excellent communication and relationship-building abilities with sponsors, vendors, public agencies, and community stakeholders.
- Highly organized with the ability to manage multiple projects and deadlines simultaneously.

Salary Range:

\$95,000 - \$105,000

To Apply:

Interested individuals should submit a cover letter and resume to Marisa Rogo (marisa@stamford-downtown.com) by Friday, August 14, 2026, by 4 P.M. Stamford Downtown is an equal opportunity employer that complies with the U.S. Equal Employment Opportunity Commission rules and regulations.