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## Activation Manager

### Summary

Under the direction of the Director of Activation, the Activation Manager supports the planning, coordination, and execution of Downtown Columbus, Inc.'s event and activation portfolio. This includes all aspects of the event process, including ideation, budgeting, partner outreach, on-site setup and coordination, site supervision, and post-event evaluation. The Activation team's portfolio includes over one hundred free events every year, as well as activations, projects, and collaborations related to improving the patron experience in Downtown Columbus. This role manages day-to-day activation operations and serves as a key liaison with vendors, partners, and community stakeholders. The Activation Manager ensures activations are executed smoothly, safely, and in alignment with organizational goals. Work hours include evenings, weekends, and holidays to accommodate variable event schedules.

### Duties

- Support the Director of Activation in developing and evaluating programming strategies.
- Manage logistics for events and activations across the Downtown spaces.
- Oversee the Activation Coordinator, seasonal staff, and contractors during events and programs.
- Support the Director of Activation on special projects related to improving the resident, employee, and visitor experience Downtown.
- Coordinate with vendors, including security, janitorial, and maintenance providers, to ensure seamless activation delivery.
- Assist in budget management, including expense tracking and vendor payments.
- Develop and maintain operational plans and safety protocols for events.
- Manage the Downtown Innovation Lab, including the calendar, facility, and technology.
- Communicate professionally with community partners, vendors, and the public.
- Provide reports to the Director of Activation on successes, challenges, and recommendations.
- Operation of various vehicles is required.
- Perform other reasonably related duties as assigned.

### Qualifications

- Bachelor's degree in communications, public administration, hospitality, or related field required.
- 5-7 years of experience in event or activation management required.

### Requirements

- Strong organizational and leadership skills.

- Excellent communication and interpersonal skills.
- Ability to manage multiple projects simultaneously.
- Proficiency with Microsoft Office Suite; familiarity with event mapping/design software preferred.
- Willingness to work evenings, weekends, and holidays, including in various weather conditions.
- Valid driver's license.
- Ability to pass pre-employment screenings.

**Compensation and Benefits**

Starting salary is \$75,000 with a comprehensive benefits package and free parking. This is an exempt position that does not qualify for overtime.

**Contact Information**

Interested candidates should send a resume and a brief cover letter to [humanresources@downtowncolumbus.com](mailto:humanresources@downtowncolumbus.com)