



Emerging Prairie Director of Experiences & Events

Full-Time Position
\$70,000+

Job Summary:

Emerging Prairie is looking for a Director of Experience & Events to engage our regional community through events. The Director of Experience & Events will be someone who thinks outside of the box to accomplish goals, is great at accomplishing tasks, loves Fargo and wants to contribute in a meaningful way to help our team be world-class in hosting events. Our team needs someone who excels at organization, is detail-oriented, and is capable of managing multiple projects simultaneously.

This individual would assist in leading the event strategy and planning for 1 Million Thanks, TEDxFargo and other Emerging Prairie events as they come. They'll also focus on providing event logistical, experience, and speaker curation support for Curiosity Week, Prairie Capital Summit, Founders Retreat, StartupBREW Fargo, Cultivate, Autonomous Nation, Grand Farm events, Emerging Digital Academy events and more.

We're looking for an individual who has knowledge and interest in connecting others and an eagerness to learn and try new things. The Director of Experience & Events for Emerging Prairie will play a key role in event and experience planning, event logistics, and event execution.

To apply: Please send both a cover letter and résumé to talent@emergingprairie.com.

Overview:

Event Logistics, Experience, and Execution	40%
Organizational Events Support	30%
Event Strategy and Communication	20%
Other duties as assigned	10%

Key Areas of Responsibility

Event Logistics, Experience, and Execution

- Lead and oversee the logistics and coordination of event details, including venue selection, vendor management, and budget planning
- Develop and implement event plans and timelines
- Lead event experience design efforts
- Lead the efforts of volunteer coordination for event support
- Ability to search, find, and book musicians and artists for events
- Miscellaneous creative projects

Organizational Event Support



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- Work with the divisions of the organization in leading event planning
- Support speaker curation for conferences
- Support event and experience programming
- Assist in organizing meetups for pre or post event gatherings
- Manage the Events and Experience team

Event Strategy and Communication

- Ability to strategize, prepare, and plan for events that are engaging, provide wow-factors and fulfill the mission of Emerging Prairie
- Collaborate with the organization's internal teams, including marketing and communications, to ensure events align with the organization's goals and messaging
- Be a creative partner in the creation and implementation of regular programming
- Ability to coordinate with event hosts, speakers and partners of events if needed
- Performs other related duties as assigned

Required Skills/Abilities:

- Excellent verbal and written communication skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Excellent project management skills with the ability to manage multiple events simultaneously

Education and Experience:

- Bachelor's degree in hospitality, communications, public relations or a related-field preferred
- Prior related experience required

Physical Requirements:

- Ability to continuously stand or walk during events
- Prolonged periods sitting at a desk and working on a computer
- Ability to lift up to 50 pounds occasionally
- Remote work capable

Availability:

- Available to work 38 - 40 hours per week
- Must be available to work some evenings and/or weekends depending on event schedules
- Must be able to work onsite and/or remotely, depending on the needs

Benefits and Culture:



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- Located in Fargo, ND with a flexible work environment that allows the employee to work from varied environments and locations
- Core values: Trust First, Learn, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude.
- 401(k) Retirement program with 3% employer match.
- 80% coverage of employee HDHP health insurance premiums (not to include vision or dental)
- HSA Contribution
- Company provided Short Term & Long Term Disability Coverage
- Company provided Life Insurance - \$50,000
- 10 paid holidays (including your birthday) and paid holiday break.

Emerging Prairie is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About Emerging Prairie

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to celebrate entrepreneurs, artists, creators, and community leaders in the Fargo-Moorhead area. Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded based upon the following principles in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

1. Accelerate Entrepreneurs - We host events that give entrepreneurs a platform to share their passion about their business or idea. We continue to strengthen programs that provide opportunities for entrepreneurs to learn and connect.
2. Educate Our City - By bringing ideas to Fargo and challenging the status quo, we can move our community forward. Through events, programming, and using our influence to convene leaders, we are able to move ideas to action and impact.
3. Infuse the Arts - We create opportunities for the arts / artists to be incorporated into all of our events and programs. We believe artists are the vital culture creators in a community; culture is a key factor in what makes people choose to build a life in a city.



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4. Build on Our Brightspots - We are cheerleaders and champions of the people who are doing great things in our community. Working from the idea of "a rising tide lifts all boats," we celebrate those that are making progress and positively impacting our community.
5. Practice Radical Inclusivity - As the fabric of our community becomes richer, we need to create an environment to welcome people from a variety of backgrounds, faith traditions, lifestyles, etc. We do this through actions such as participating in Welcoming Week, celebrating New American Entrepreneurs, providing gender neutral restrooms at events, utilizing "pay what you can" methods and offering vegan food at our events.

Mission statement: To energize communities.

Vision: The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie strongly values diversity, equity, inclusion -- it continues to be one of our core values as an organization. We encourage applicants to read through the Diversity, Equity, and Inclusion Assessment found at <https://emergingprairie.com/about-us>. Emerging Prairie is proud to be an equal opportunity employer and prohibits discrimination and harassment of any kind.

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