



EVENTS PROJECT MANAGER

Mischief Management is looking to hire a **temporary events project manager** with a passion for pop culture and event management to see an ongoing event to completion. This is a temporary, contract position that may expand to other projects with the right fit.

This position involves taking the operational reins of a partner event that is near-to-hand, taking place in **Austin, TX, April 24–28**; a successful fit will help manage the existing project and workflow to proper execution. The work period goes through the end of May 2025, to ensure event wrapup.

QUALIFICATIONS

- 5+ years of experience in project management and development
- Experience with Airtable and Google Suite a must; expertise a plus
- Proven experience working with clients and partners
- Previous experience in events a must
- Ability to think creatively while maintaining a strong attention to detail and logistics
- Strong interpersonal communication skills, especially over written communications
- Strong problem-solving abilities
- Experience with Primm and SocialTables a plus
- Passion for pop-culture/entertainment a plus

RESPONSIBILITIES

- Be on-site for the event starting April 24
- Coordinate project across departments to ensure deadlines are met
- Oversee existing plans for event execution, including:
 - Ensuring logistics are in place for audio/visual, food and beverage, security, EMS, staffing, and related event contractors
 - Ensuring execution of all aspects of procurement
 - Ensuring that every department has the appropriate materials and resources needed on-site
 - Serving as point of contact for hotel accommodations
 - Ensuring sponsorships are properly activated
- Manage close-out, including various reports and post-mortem

Candidates based in the Austin, Texas area preferred. Compensation begins at \$25/hour. We are looking for individuals available immediately and are open to applicants who live anywhere in the country. To apply, please send a resume to jobs+epm@mischiefmanagement.com. We do not require a cover letter, but you should feel free to send any additional materials you wish.