

# Los Angeles World Affairs Council and Town Hall

## Programs/Events Manager

The **Los Angeles World Affairs Council & Town Hall** is a non-partisan, non-profit organization dedicated to advancing global and civic engagement. As the largest speaker's forum in Southern California, we deliver a robust slate of programming on local, national and global affairs in order to promote an enriching dialogue for our members and the public to promote better understanding of the connections between Los Angeles and the world.

LAWAC produces approximately 60 in-person and livestream programs per year. Speakers have included international heads of state and dignitaries, current and former U.S. presidents and cabinet members, U.S. Senators and CEOs of the top U.S. think tanks. Recent speakers have included former U.S. Ambassador to the United Nations Samantha Power, Ambassadors to the United States from Brazil, Argentina, Estonia, Germany, India, Israel, Mexico, Philippines, Richard Haas, President, Council on Foreign Relations, Anne-Marie Slaughter, Fiona Hill, Bill Gates, Secretary of Transportation Pete Buttigieg, David Petraeus, and newly elected Los Angeles Mayor Karen Bass.

Job Type: Full-time

Note: Interviews for the position will take place in person. The selected candidate will complete onboarding in person. After this period, employees are allowed a flexible, hybrid work schedule. The Los Angeles World Affairs Council and Town Hall office is located in downtown Los Angeles.

### Qualifications

- Bachelor's Degree Required
- 3-5 years of experience in working with key organizations to secure top speakers, panelists and moderators for events generating high-audience attendance
- Experience and/or knowledge in domestic and international policy, government and international affairs
- Experience with curating in-person and livestream programming to ensure that the content is consistent with our mission
- Experience with producing and managing in-person and livestream events with audiences of 50-1000
- Excellent interpersonal and professional communication skills
- Excellent writing skills
- Highly organized and productive and able to work in a fast-paced, team-based environment
- Experience developing programming content aligned with sponsorships and grants highly preferred

- Experience working with Salesforce and/or relational databases highly preferred

## **Duties and Responsibilities**

The Programs Manager reports directly to the President & CEO.

## **Program Development**

- Builds and maintains relationship with publicists, publishers, think tanks, government officials, Los Angeles Consul Generals, nonprofits and corporations to generate speakers, topics and program opportunities
- Works with the President and CEO and key board members to develop a speaker outreach plan
- Writes invitations to prospective speakers and executes follow up
- Recruits and manages moderators, as needed
- Develops and manages all event budgets
- Identifies opportunities for new venues
- Partners with the Marketing Manager to maximize audience attendance
- Partners with the Membership Manager to promote new membership through quality programming
- Partners with the Development Manager to identify opportunities for program sponsorships

## **Program Operations**

- Produces approximately two in-person events per month including large public events, smaller member only events and special cultivation events.
- Manages scheduling of speakers and panelists
- Works with speakers and panelists to curate impactful, unique quality programming
- Manages speakers and panelists and program logistics for in-person events
- Manages venues and vendor contracts
- Supports the Marketing & Communications Manager in the production of livestream events and on marketing needs for all events
- Works with the Membership Manager to coordinate event staffing needs, ticketing seating and special requests

Job Type: Full-time

Salary: \$65,000.00 - \$75,000.00 per year

Benefits:

- Dental insurance

- Health insurance
- Life insurance
- Paid time off
- Retirement plan
- Office parking is covered

## **CONTACT INFORMATION**

Interested candidates should contact Kim McCleary, President & CEO, Los Angeles World Affairs Council and Town Hall at [Kmcclary@lawacth.org](mailto:Kmcclary@lawacth.org), 213 312-9458 (office), 310 507-5737 (cell).