
Job Title: Events Manager

Location: California, ideally San Francisco or Los Angeles

Reports To: CG Events Co-Founder

Status: Full-Time / Exempt

Compensation: up to \$85,000 DOE

About the Role

CG Events is looking for an experienced, strategic, and hands-on **Events Manager** to lead and support the planning of our growing portfolio of public-facing and large-scale events. This role will work on a variety of event formats, from street festivals and fundraising galas to multi-day endurance events with complex, logistics-heavy operations.

This is a key role for someone who thrives under pressure, loves bringing creative ideas to life while keeping a tight handle on permitting, vendors, safety, and schedules. You'll work closely with other members of our team to deliver unforgettable experiences rooted in community, culture, and purpose.

Key Responsibilities

Event Strategy & Planning

- Lead end-to-end planning for a variety of formats, ranging from single day experiences to multi-day events
- Develop event concepts and timelines in alignment with company goals and brand values
- Oversee permitting processes with city agencies, public safety officials, and other relevant authorities
- Lead pre-production processes to ensure effective management of assigned events, including venue/vendor coordination, budget management, and resourcing plans
- Ensure safety, accessibility, and sustainability are embedded in all aspects of event plans

On-Site Management

- Serve as on-site lead for all event executions, overseeing setup and directing staff, volunteers, and real-time logistics
- Manage vendors, crew, volunteers, and production teams onsite
- Ensure compliance with insurance, health, city, and fire regulations, and maintain incident response plans, emergency protocols, and quality control
- Maintain clear communication with all internal and external stakeholders

Budgeting & Administration

- Build and manage event budgets; track expenses and ensure financial accountability
- Negotiate vendor and contractor rates to ensure cost-effectiveness
- Support invoicing, contracts, insurance, and compliance documentation
- Organize and maintain detailed event files and post-event recaps

Post-Event Wrap & Reporting

- Lead post-event evaluations and internal debriefs
- Analyze attendee feedback and performance metrics
- Maintain organized event files, photos, and archival documentation

Skills & Qualifications

- Proven ability to manage complex, multi-day events—particularly outdoor activations, street festivals, or endurance events like bike rides
- Experience with permitting, route planning, road closures, traffic management plans, and coordinating with city or state agencies
- Highly organized, solutions-oriented, and unflappable under pressure
- Adept at leading diverse teams in high-stress environments
- Strong written and verbal communication skills
- Proficiency in project management tools (e.g., Google Drive, Airtable, Asana)
- Availability for travel, evenings, and weekends as needed
- Bonus: Experience in community-centered event design,

About CG Events

CG Events is a queer-owned business that exists to create meaningful experiences that bring people together, celebrate culture, and spark joy. We're in a high-growth phase, and this is a unique opportunity for someone who wants to be part of building something from the ground up. You'll join a creative, collaborative team that values hustle, heart, and a good spreadsheet. If you're passionate about the power of events to shape community and want to help build something special, we'd love to meet you.

Check us out at www.cgevents.co

How to Apply

Qualified candidates should submit a cover letter and resume to info@cgevents.co. No phone calls. Only qualified candidates will be considered.