



Events Manager

Reports to: Executive Director

Direct reports: Event Specialist

Status: Full-time, exempt

Location: Remote

Compensation: \$90k - \$120k

About CALIE

For more than 45 years, CALIE (the California Association for Leading Innovation in Education—formerly CUE) has helped educators harness the power of technology to improve teaching and learning. Today, we're building on that legacy with a broader vision: equipping educators and education leaders to lead innovation across every level of the system, where technology is not the goal, but a powerful tool for creating meaningful learning experiences. As CALIE continues to grow and evolve, we're expanding our team and seeking purpose-driven, forward-thinking candidates who are energized by meaningful work and excited to help shape what's next. If you're collaborative, adaptable, and inspired by the opportunity to make a lasting impact on educators and the students they serve, we'd love to hear from you.

Position Summary

The Events Manager owns the vision and execution of CALIE's events, anchored by Spring Forward, CALIE's annual conference, which draws 3,500+ attendees and more than 220 vendors and partners. This is a role for someone who sees an event as an experience to design, not just a logistics problem to solve. You will shape what attendees feel from the moment they arrive, find the moments worth elevating, and bring ideas that make each year better than the last. You own logistics, the run of show, and on-site operations, and you supervise the Event Specialist. You partner closely with the Partnerships Manager on exhibitor and sponsor delivery and with marketing on promotion. You also lead year-round events across CALIE's programs and membership.

We are looking for someone who runs toward problems, builds the process when one doesn't exist, and doesn't wait to be told what needs doing. You are not doing this alone. The role is supported by contracted consultants who handle specialized event work, such as food and beverage and hotel room setup, and you direct that support so it lands on time and on budget.

Key Responsibilities

- Own the vision and execution of Spring Forward, from logistics and run of show to the attendee experience, and bring ideas each year that raise the quality and reach of the event.
- Design the on-site attendee experience with intention, looking for moments to elevate and friction to remove, so attendees leave with a reason to return.

- Manage event logistics and production, including venue, AV and production, room and session setup, signage placement, and on-site operations.
- Supervise and develop the Event Specialist, including day-to-day direction, workload planning, and performance, as the Specialist leads speaker and volunteer coordination and supports session programming logistics.
- Oversee the call for speakers and session programming logistics.
- Partner with the Partnerships Manager to deliver exhibitor and sponsor commitments on-site, including exhibit hall layout, booth setup, and sponsor activations.
- Coordinate with the programs team to turn program content into sessions and experiences attendees value.
- Build and manage event budgets and timelines, and coordinate event contracts with the Business Operations Manager.
- Track event metrics including registration, attendance, and attendee satisfaction, and use them to make concrete improvements to future events.
- Identify opportunities to grow CALIE's events, in attendance, revenue, and reputation, and bring proposals forward without waiting for direction.

Qualifications

- Experience planning and running large-scale events or conferences.
- A track record of improving events year over year, not just repeating them.
- Strong logistics, production, and project management skills, with the instinct to build process where it's missing.
- People management or team coordination experience, including directly supervising staff.
- Ability to manage many vendors and moving parts under deadline.
- A self-starter who takes ownership of a function end to end while working collaboratively on a small team.
- An eye for attendee experience and the creativity to make events memorable.
- Experience in associations, nonprofits, or education preferred.
- Experienced with Cvent, Google Workspace, Monday.com project management, and any Association Management/CRM software are preferred.

How to Apply

Interested candidates are invited to apply via our [Indeed](#) post.

Applications will be reviewed on a rolling basis until the position is filled. Only candidates selected for next steps will be contacted.

We appreciate your interest and look forward to learning more about you!