

(917) - 524 - 6797

Lailanigibson@gmail.com

Senior Program & Operations Manager with 8+ years leading events, partnerships, and operations across corporate, nonprofit, museum, and entertainment spaces. Manages teams and vendors for audiences up to 6,000+.

LAILANI GIBSON

Skill

- Program Management
- Project Coordination
- Community Partnerships
- Stakeholder Management
- Operations Management
- Vendor Management
- Team Leadership
- Process Improvement

Education History

Bachelor of Science

Business Management

SUNY Farmingdale State College,
Long Island, NY | 2016 – 2020

French Immersion Studies

Université de Sorbonne via SUNY
Oswego, Paris, France | 2018

Links



Work Experience

WELL& BY DURST | NASDAQ BUILDING

Dec 2024 –Present

Program & AV Operations Manager

- Direct end-to-end operations for corporate events, executive meetings, livestreams, recordings, and tenant programming within a high-volume Times Square venue.
- Orchestrate collaboration across clients, vendors, facilities, and production teams while balancing competing operational priorities.
- Safeguard schedules, production quality, and stakeholder confidence through risk mitigation, detailed planning, and real-time decision-making.

THE ART MEETUP

2025–Present

Founder & Program Operations Manager

- Founded and scaled a community arts initiative delivering 18+ public programs and attracting 2,000+ RSVPs across New York City.
- Mobilized strategy, partnerships, budgets, marketing, vendors, volunteers, and program delivery for events serving up to 300 attendees.
- Built scalable operating systems that strengthened execution, community engagement, and organizational growth.

MUSEUM OF THE CITY OF NEW YORK

Oct 2023–Apr 2026

Audio Visual Event Technician

- Delivered technical operations for museum programs, corporate events, private rentals, and public programming across diverse event formats.
- Governed audiovisual, presentation, and livestream delivery while coordinating stakeholders and resolving live production challenges.

RADIO CITY MUSIC HALL

Nov 2024–Feb 2025

Front of House Operations Coordinator

- Oversaw front-of-house operations for the Radio City Christmas Spectacular, supporting seamless experiences for 6,000+ guests per performance.
- Unified venue leadership, security, guest services, and operations teams to maintain crowd safety, readiness, and service excellence.

EMBASSY SUMMER

May 2024–Aug 2024

Program & Activities Manager

- Administered daily operations for 300+ international students across programming, transportation, scheduling, logistics, and participant services.
- Mobilized cross-functional teams across concurrent programs while balancing safety, budgets, stakeholder communication, and participant experience.

AFRICAN VOICES & REEL SISTERS FILM FESTIVAL

2023/2024/2025

Film Festival Projection Head

- Led projection and technical operations for independent film screenings, live presentations, and festival programming.
- Coordinated filmmakers, presenters, and production teams while maintaining schedules, technical quality, and uninterrupted program delivery.

UPTOWN GRAND CENTRAL

May 2022–Oct 2023

Open Space & Event Specialist

- Spearheaded public programming and neighborhood activations that strengthened community engagement and supported local businesses.
- Managed vendor partnerships, permits, logistics, stakeholder communication, and onsite execution from planning through completion.
- Balanced multiple concurrent initiatives while maintaining timelines, collaboration, and public-space program quality.

CHILDREN'S MUSEUM OF MANHATTAN

Jul 2021–May 2022

Guest Services & Public Programs Supervisor

- Supervised visitor services, public programming, staff deployment, and daily operations within a high-volume cultural institution.
- Cultivated cross-department collaboration to sustain service quality, operational readiness, and positive visitor experiences.
- Resolved real-time operational and guest-service challenges while upholding institutional standards.

PETITE POPUP

Jan 2018–Dec 2021

Assistant Event Manager

- Executed operational planning and onsite delivery for recurring markets featuring 50+ vendors, artists, and small businesses.
- Championed vendor partnerships, logistics, marketing coordination, and cross-functional production from pre-event planning through breakdown.