

Position: Event Coordinator

Reports to: Event Manager

Function: This full-time position is responsible for assisting the Downtown Sacramento Partnership's event manager with administrative duties, event communications, and onsite event management.

Requirements: Individual must be energetic and creative, with a passion for activating Downtown Sacramento. Individual must be detail oriented with excellent organization and customer service skills, as well as strong written and verbal communication. Candidates must have strong problem solving skills, and the ability to remain calm under pressure. Previous work experience or courses related to event planning is preferred. Night and weekend work will be required during heavy event season.

SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Event Production:

This position is responsible for assisting in all aspects of Downtown Sac's signature events.

Event Production

- Assist in the development of signature events activations, site plans, décor, and general programming.
- Serve as secondary office support for Event Manager and secondary onsite contact coordinating for Events Specialist in one or more onsite functions such as staff, vendors, or activations.
- Be the secondary onsite contact for activations within signature events.
- Create activation proposals for all signature events.
- Assist in curating event content.
- Ensure onsite production of each event.
- Be cross trained in seasonal staff positions.
- Pro-active in solving customer problems and satisfying customers in various situations.
- Create production schedules, contact sheets and travel itineraries for multiple events and projects when needed and maintained.
- Complete ABC and City Permits when needed and maintained.

Staff Coordination

- Assist in hiring and training seasonal staff.
- Assists Events Manager and Events Specialist in maintaining proper coverage and team member schedules, ensuring that the events customer service standards are excellent and team members adhere to meal and break policy.
- Ensure all cash handling procedures are upheld and is accountable for onsite funds while running a shift.
- Provide guidance and actively set an example for team members, ensuring that all Standard Operating Procedures are maintained and followed.
- Promote and practice safe work habits, reporting potential safety hazards, operational inconsistencies and team member incidents to the Events Manager.
- Report/document team member accidents, conducts initial investigation and determines root cause in the interest of maintaining a safe work environment.

Administrative

Provide administrative support for the Events Department including:

- Answering phones and assisting in mailings.
- Assist with Events Department email account and calendars.
- Manage all event related platforms, including but not limited to TRYTN, Square, Google Drive, etc.
- Prepare necessary key documents and data for meetings and presentations.
- Coordinate vendor invoicing and revenue reporting.
- Track event inventory.
- Assist in managing event expenses and budgets.
- Vendor relations, including recruiting vendors and managing service contracts.
- External event requests including fence rental and staffing assistance.
- Oversee pricing sheet and an “event service request” form.
- Create and modify an Event Organizers guide for Downtown Sac specific events.
- Organize and archive event collateral.

Applicant must have the following experience:

- Minimum 3 years in a customer service position or event coordination
- A working knowledge of Microsoft Office, Excel, and Outlook
- Experience with Adobe Creative Cloud (Illustrator, Photoshop, InDesign) highly preferred
- Educational background in business, hospitality/event planning, or marketing

Physical Abilities:

Potential hires must have the following physical abilities to be eligible for this position:

- Able to lift 40lbs
- Able to remain on their feet outdoors for up to 10 hours a day in extreme weather (rain, cold, hot etc.)