

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.

SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Event Production

- Lead developer for the Downtown Sacramento Ice Rink and other planned and potential Downtown Sac macro-events under the direction of the Events Manager.
- Co-lead developer for the Concerts in the Park, Farmers Market and other planned and potential Downtown Sac micro-events under the direction of the Events Manager.
- Oversee in the development of site plans, décor, and general programming for all Downtown Sac signature events.
- Serve as primary onsite contact coordinating in one or more onsite functions such as staff, vendors, or activations.
- Create activation proposals for all signature events.
- Assist in curating event content.
- Assist in managing event support applications from outside contractors.
- 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, City Permits, and grant applications when needed and maintained.

Staff Coordination

- Assist in hiring and training seasonal staff.
- Assists Events Manager 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:

- Serve as secondary office support to the Event Manager.
- Answering phones and assisting in mailings.
- Manage the Events Department email account and calendars.
- Manage all event related platforms, including but not limited to Teamwork, Fareharbor, Square, Google Drive, etc.
- Prepare necessary key documents and data for meetings and presentations.
- Coordinate vendor invoicing and revenue reporting.
- 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.
- Manage and track all event inventories.
- Create and modify an Event Organizers guide for Downtown Sac specific events.
- Organize and archive event collateral.

Requirements

- Minimum 3 years in a customer service position or event coordination.
- Educational background in business, hospitality/event planning, or marketing (preferred)
- Individual must be energetic and creative, with a passion for activating Downtown Sacramento.
- Highly organized and detail oriented with the ability to manage multiple projects while meeting deadlines.
- Strong customer service skills, as well as strong written and verbal communication.
- Exceptional problem-solving skills and the ability to work under pressure in a fast paced environment.
- Experience with Microsoft Office.
- Able to lift 40lbs and remain on their feet outdoors for up to 10 hours a day in extreme weather (rain, cold, hot etc.)
- Night, weekend, and holiday hours will be required during heavy event seasons.

Compensation

- Competitive salary, commensurate with experience.
- Bonus eligibility.
- Generous paid time off.
- Excellent benefits including health, dental, life, vision and identity theft insurance.
- 401k retirement plan with employer matching.
- Parking, access to in-building fitness facilities, and more.
- Telework opportunities*

To apply, email HR@downtownsac.org by 5 p.m. on February 28 with cover letter and résumé. Include start date availability.

** This position is located in downtown Sacramento and is primarily an in-office position with telework opportunities after probationary period complete.*