

Position: Event Coordinator

Reports to: Event Manager

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

SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Event Production

- Assists in the development, planning, oversight, and organization of assigned events in accordance with financial and time constraints.
- Serves as primary onsite contact of one or more onsite functions such as staff, vendors, or activations at assigned events.
- Creates activation proposals for assigned events.
- Assists in curating event content.
- Assists in managing event support applications from external producers.
- Cross-trains in all seasonal staff positions.
- Proactively solves customer problems and satisfies customers in various situations.
- Creates and maintains production schedules, contact sheets, and itineraries for multiple events and projects.

Staff Coordination

- Assists in hiring and training seasonal staff.
- Assists Events Manager with scheduling and ensuring appropriate staff coverage.
- Ensures all cash handling procedures are upheld and is accountable for onsite funds.
- Ensures that all Standard Operating Procedures are maintained and followed.
- Promotes and practice safe work habits. First Aid training will be required within the first 3-6 months of employment if no current certification.

Administrative

Provide administrative support for the Events Department including:

- Serves as secondary office support to the Event Manager.
- Answers phones and assisting with event communications as needed.
- Manages the Events Department email account and calendars.
- Manages all event-related software platforms
- Prepares reports and data for meetings and presentations.
- Coordinates vendor invoicing and revenue reporting.
- Assists in managing event expenses and budgets.
- Completes ABC, City Permits, and grant applications when needed and maintained.
- Vendor relations, including recruiting vendors and managing service contracts.
- Manages and tracks all event inventories; 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 and G-Suite.
- Intermediate skill with Excel and previous experience with POS systems a plus.
- Able to lift 40lbs and remain on feet outdoors for extended periods.
- Overtime, night, weekend, and holiday hours will be required during heavy event seasons.

Compensation

- \$21-\$24/hour, commensurate with experience.
- Generous paid time off.
- Excellent benefits include health, dental, life, vision, and identity theft insurance.
- 401k retirement plan with employer matching.
- Paid parking, access to in-building fitness facilities, and more.
- Telework opportunities*

To apply, email HR@downtownsac.org with a cover letter and résumé. Include start date availability.

** This position is located in downtown Sacramento and is primarily an on-site position. Due to the nature of the work, there are limited telework opportunities, available after introductory period is complete.*