

Position: Event Assistant

Reports to: Event Manager

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

Position Summary: The Events Assistant plays a key role in the successful execution of the Downtown Sacramento Partnership's (DSP) annual signature events, with a primary focus on onsite event management and operational leadership. This position is responsible for supporting and helping manage event setup, execution, and teardown, serving as a visible and proactive presence in the field. Secondary responsibilities include administrative and planning support to ensure events are well-prepared and executed efficiently.

This role requires a high level of initiative, independence, and problem-solving ability. The Events Assistant must be confident making real-time decisions, troubleshooting issues, and supporting vendors, staff, and guests with minimal supervision during live events.

Signature Events Supported

This position supports DSP's annual signature events, including:

- State of Downtown
- Capitol Mall Farmers Market
- Bodega Market
- Concerts in the Park
- Movies Under the Stars
- Downtown Sacramento Ice Rink
- Theatre of Lights

SPECIFIC DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Primary Responsibilities: Onsite Event Operations & Leadership

- Serve as onsite operational support or key on-site representative during assigned events.
- Assist in managing event setup and teardown, including staging, fencing, décor, equipment placement, and signage.
- Assist in transportation of equipment and supplies when applicable.
- Oversee vendor load-in and load-out procedures and serve as a point of contact for vendors and contractors.
- Oversee assigned event zones (market area, stage, activation space, etc.)
- Provide direction and support to seasonal staff, volunteers, and contracted team members.
- Troubleshoot and resolve issues in real time, escalating only when necessary.
- Assist with cash handling oversight and reconciliation when applicable.
- Ensure compliance with event permits, safety protocols, and operational procedures.
- Maintain a strong, professional presence representing the BID and its mission.

Secondary Responsibilities: Administrative & Planning Support

- Help track event inventory and maintain organized storage systems.
 - Assist with vendor invoicing, expense tracking, and revenue reconciliation.
 - Maintain digital files and event documentation.
 - Update vendor databases and contact lists
 - Assist event leadership in preparing key documents and data for meetings and presentations.
 - Assist in generating printed event collateral.
 - Provide general administrative support to the Events team as assigned.
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Qualifications

- Must be above the age of 21
- Must have a valid Driver's License
- This role requires comfort working outdoors for extended periods, making independent decisions, and remaining calm in fast-paced environments.
- 1–3 years of experience in event operations, hospitality, or related field preferred.
- Demonstrated ability to work independently and take initiative.
- Strong leadership presence and comfort directing staff and vendors onsite.
- Excellent problem-solving skills and ability to remain composed under pressure.
- Highly organized with attention to detail.
- Strong customer service and communication skills.
- Proficiency in Microsoft Office and ability to learn event management platforms.
- Ability to lift to 40 lbs and remain on feet for up to 10 hours in varying weather conditions.
- Availability required for nights, weekends, and holidays during event seasons.

Core Competencies

- Initiative & Accountability
- Independent Decision-Making
- Operational Awareness
- Team Leadership
- Customer Service Excellence
- Adaptability in Live Event Environments

Compensation

- \$47,000-\$48,000, commensurate with experience.
- Generous paid time off.
- Excellent benefits including health, dental, vision, life and identity theft insurance.
- 401k retirement plan with 5% employer matching, fully vested.
- Cell phone reimbursement
- Paid parking, access to onsite fitness center and more

this position is located in downtown Sacramento and is a fulltime in person/in office position

To apply, submit cover letter and resume to hr@downtownsac.org.