

Willimantic's 3rd Thursday Street Fest

Events Coordinator Job Description

Experienced, take-charge professional with ability to manage administration and logistics in support of volunteer coordinators in a busy special events environment.

Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision.

Produces up to 5 events per year in cooperation with volunteer coordinators.

This position is part-time/temporary. Coordinator will work from approximately March – September, 40 hours per month, \$25 per hour, as an independent contractor. In 2015, expected start date is April 1.

Event Administration:

Manage administration of volunteer Coordinators, which include (but not limited to): Street Performer, Entertainment, Children's Performer, Vendor, Volunteer, Media, and Fundraising Coordinators, plus the Coordinating Committee
Assist with preparing budgets with WRI Treasurer and various volunteer Coordinators.
Keep track of event finances including check requests, invoicing and reporting
Prepare monthly evaluation report on each event
Write and administer grants
Organize meetings with Coordinators and sub-committees

Personal Requirements/Qualifications:

Enjoy working with people
Good organizational skills, flexible work hours
Good communication skills, including writing, proof reading and speaking
Able to negotiate, delegate and work under pressure
Ability to manage multiple projects and work assignments with a variety of staff and volunteers
Excellent interpersonal skills both in person and by phone with professionalism
At least three years' experience coordinating special events
Proficient using the latest versions of Microsoft Word, Excel, graphics skills a plus.
Experience with all types of media including social media
Non-profit and fundraising experience helpful
Use of own personal computer and transportation

Event Planning and Production:

Conduct research and find resources to help make and execute decisions about the event
Propose new ideas to improve the event planning and implementation process
Serve as liaison with Coordinators and vendors on event-related matters
Assist with management of on-site production and clean-up for events as necessary
Close out all events as required
Monitor and oversee supplies, ordering as necessary: t shirts, lawn signs, traffic directional signage, tables and chairs
Coordinate schedule and street layout for each event.
Create and prepare a written program and other print materials
Monitor event contracts
Coordinate staff to ensure the program of events occurs on time

May perform the following tasks:

Survey vendors, entertainers, public and the Coordinating committee to ensure their requests can be met
Consult with Volunteer Coordinators to ensure adequate volunteers are available
Find solutions to any problems that arise
Oversee work by contractors
Advise WRI on matters requiring its attention and implement their decisions
Follow up with participants after the event to evaluate the service provided
Collect and analyze data on projects undertaken and report on outcomes

To apply:

Send resume and cover letter to:
info@WillimanticStreetFest.com

or

WRI
PO Box 866
Willimantic, CT 06226

Applications must be received by March 16, 2014.