

## **FESTIVAL SPECIAL EVENTS COORDINATOR**

### **Job Description**

#### **BASIC FUNCTION**

The **Festival Special Events Coordinator** is responsible for the overall organization and implementation of approximately 50 Festival events. This position focuses on the administrative duties, volunteer management, event sponsor correspondence, and attendee interactions – SIFF members, donors, and special guests.

#### **REPORTING RELATIONSHIP**

- Special Events Manager

#### **PRIMARY SUPERVISORY RESPONSIBILITIES**

- Special Events Assistant

#### **PRIMARY DUTIES & RESPONSIBILITIES**

- Oversee event set-up and strike of all festival special events
- Recruit, schedule and manage volunteers for general event duties and specialized teams
- Draft and edit numerous event invites utilizing Eventbrite and Constant Contact
- Create, and schedule volunteer shifts utilizing Shiftboard
- Communicate with various event sponsors leading up to Festival events, and serve as onsite contact at events
- Assist with sponsor acknowledgement and thank yous
- Work with product suppliers to schedule and coordinate deliveries, and sponsor arrival
- Organize, maintain, and track inventory
- Other duties as required

#### **QUALIFICATIONS**

- Ability to work a flexible schedule including evenings and weekends, specifically around the clock scheduling for the duration of Festival (5/14 – 6/7)
- Bachelor's degree in a related field preferred
- Excellent communication skills (oral and written)
- Expert knowledge of Microsoft Office and Excel
- Extremely organized and self-motivated
- One to two years volunteer management experience
- Possess a valid driver's license and clean driving record
- At least 21 years of age at the date of hire
- Must be comfortable driving (and parking) a large utility van
- Ability to work as part of team, ability to work in high stress situations
- Ability to perform **some required heavy lifting**
- Possess a good sense of humor

#### **DATES OF EMPLOYMENT**

March 30 – June 19, 2015