

JOB DESCRIPTION

TOWN EVENT COORDINATOR

- Identify potential opportunities at the local level and create campaigns to capitalize on these opportunities
- Develop a network of event subcontractors/vendors that make planning each community event a simple process. Managing vendors to coordinate events, including but not limited to emailing applications to vendors, determining how many vendors may participate in an event and whose applications are accepted and whose are denied
- Event Coordinator's presence is required at all events
- Manage all aspects of the event planning process, including retaining subcontractors/vendors, venues, promoting and budgeting
- Promotion of all events, including but not limited to
Creation and distribution of flyers to Town locations, local businesses, churches, community center etc. (And removal after the event has occurred)
Posting and removal of events on Town digital sign via software
Posting to Town Facebook page leading up to event and re-posting as event nears
Coordinating with printing shop to have large signs made to post in strategic places in Town
Additionally, coordinating with these groups and individuals to create new ideas for future events
- Attendance at community functions to network and identify potential event and collaboration opportunities
Attendance at event trade shows and other outside events to promote and create ideas for new events
- Ordering refreshments for Town Events, picking up orders when necessary
- Responding to emails and voicemails pertaining to events
- Staging event center and other venues for events, including but not limited to arranging tables and chairs (taking down and/or putting away), table cloths, items needed for events ie blank eggs or canvases to paint for painting events, setting stage area up with Bingo prizes
- Cleaning event center following Town Events including but not limited to sweeping, mopping, taking out garbage cleaning restrooms, replacing tables and chairs to original staging

- Coordinating with local organizations as well as residents who have donations for bingo prizes and picking those items up when necessary
- Planning Town Employee Christmas Party to include scheduling with event center to ensure a December date available, planning catered dinner and coordinating with caterer to have delivered and cleaned up, sending invites to all employees and managing rsvp's to determine how many will attend for dinner and seating purposes, coordinating entertainment for Christmas Party, purchasing plates, napkins, utensils etc. (Also cleaning of event center after party)
- Coordinating Summer Concert Series, scheduling dates, bands, securing contracts, managing vendors, etc., budgeting
- Coordinating with local media to promote events
- Making decisions to cancel or move to indoor location when weather interferes with outdoor event and getting that information to the public as quickly and efficiently as possible
- Planning and coordinating Grand Opening/Ribbon Cutting Events for new businesses within Town Limits, including but not limited to coordinating Council Members attendance, purchasing flowers/balloons for business etc.
- Photographing events and posting photographs to social media
- Tracking attendance at events

REQUIRED SKILLS

- 3 to 5 years progressive experience managing and planning events
- Proven track record of identifying and maximizing event opportunities
- Must be a self-starter who requires little supervision to meet goals, must be flexible as this position will require weekday evenings and occasional Saturday attendance/work.
- Excellent time management and communication skills required

HOURS

- Approximately ten hours per week. Events and time will be predominantly **weekday evenings/nights and occasional weekends**

SALARY

- Hourly range depending on experience \$20.00 - \$25.00 per hour
- *The Town of Lyman is an Equal Opportunity Employer.
It is the policy of the Town of Lyman to recruit, hire, train and promote employees and applicants without regard to age, origin, race, color, disability, genetic background, Veteran's status or political affiliation*