

EVENTS COORDINATOR

Description

As an Events Coordinator at Downtown Janesville Incorporated (DJI), you will be an integral part of our team, contributing to the vibrant culture and community engagement initiatives in downtown Janesville. In this role, you will combine your passion for event planning with your interpersonal skills to ensure the successful execution of our diverse range of events and activities.

Your primary responsibility will be to oversee the coordination of various events, including volunteer coordination, vendor coordination, event planning and logistics, as well as event setup and execution. You will work closely with the Managing Director and other team members to plan and execute events that align with DJI's mission of activating and beautifying downtown Janesville.

As an Events Coordinator at DJI, you'll be immersed in the dynamic world of event planning, where no two days are alike. Your role will be pivotal in orchestrating the success of our diverse range of events, from community festivals to wine walks and music nights. With the nature of event planning, the hours of work will vary and depend on the current events taking place. Flexibility is key, as nights and weekends may be required as part of the job function. You'll work closely with volunteers, vendors, and other team members to ensure seamless coordination and execution, always striving to create memorable experiences that leave a lasting impact on our community.

This position offers a unique opportunity to blend your organizational skills with your passion for event coordination, all while contributing to the vibrant atmosphere of downtown Janesville. If you thrive in a fast-paced environment, are adaptable to changing schedules, and have a passion for bringing people together through events, we invite you to join our team at DJI and be part of something truly special.

Essential Functions

As the Events Coordinator, you will play a pivotal role in organizing and executing our signature events throughout the year. Your responsibilities will include:

Flannelfest:

- Oversee vendor selections and bookings (i.e. food vendors, entertainment, rentals, etc.)
- Craft Brewer and Home Brewer outreach, tracking responses, and follow-up
- Website content and updates
- Review all inventory of event materials and create list of needs for ordering
- Oversee in-kind donation requests
- Create event maps for website, vendors, and brewers
- Oversee all design and material needs for event signage in collaboration with Managing Director as it pertains to sponsors
- Volunteer outreach and coordination
- Assisting with event preparations and execution alongside the Managing Director.
- Assisting with event debriefing and organizing all leftover items post-event.
- Sending out post-event surveys for feedback collection.

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Spring & Fall Wine Walk:

- Outreach and management of wine stop sign-up.
- Tracking/sending reminders for wine stop payments, logos, promotion images.
- Assist with wine walk website updates.
- Overseeing the ordering of event materials like wine glasses, yard signs, bags, and wristbands.
- Distributing promotional materials.
- Schedule wine tasting training and communicate event instructions to wine stops.
- Creating a list of day-of materials and ensuring all preparations are in place.
- Sending out post-event surveys for feedback collection.

Music at the Marv:

- Assist with band lineup selections.
- Volunteer outreach and follow-up reminders.
- Coordinating food and beverage vendors.
- Distributing event posters.
- Assisting with event preparations and execution alongside the Managing Director.
- Sending out post-event surveys for feedback collection.

Duck Dump:

- Managing sales of duck dump tickets and soliciting donations.
- Assisting with ticket sales at farmers markets and Music at the Marv.
- Preparing event materials and transporting them to the venue.
- Helping execute the day-of event and managing return logistics.

Night on Festival:

- Booking and coordinating entertainment.
- Volunteer outreach and coordination.
- Coordinating with food trucks, musicians, and community organizations.
- Assisting with event preparations and execution alongside the Managing Director.

The job responsibilities identified are not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the Events Coordinator. Duties, responsibilities, and activities may change, or new ones may be assigned at any time based on the needs of the organization.

Competency/Qualifications

Required:

- Strong organizational and communication skills.
- Ability to work independently and collaboratively with a team.
- Previous experience in event coordination or similar role preferred.
- Knowledge of marketing and promotional strategies is a plus.

Reports to

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- The Events Coordinator will report to the Executive Director in conjunction with the board.

Salary Grade

Events Coordinator (PTE): \$20-\$25/hr. Compensation will be based on qualifications.