



Special Events Coordinator- Short Term Position

Please Note: *This is a 4-month contract position- Mid-August through December 23, 2023.*

The Coordinator will be responsible for managing all aspects of our special events remaining in 2023. Primary duties will be to manage all event logistics for our Fall Festival, Wintertide Festivities, and Wintertide Maker's Market. The coordinator can work remotely but onsite duties will include all special event dates listed, monthly staff meetings or event check-ins with staff or volunteers, event prep, set-up and take down, serving as our primary onsite liaison for artists, performers, and volunteers engaged in our special events, and in-person management of the Wintertide Makers Market.

We are looking for someone who is passionate about working with community partners, artists, and volunteers. Ideal candidates have previous event/project management and customer service experience, knowledge of art installation and art curation, knowledge of event sales, and the ability to work in a fast-paced environment.

Essential Duties and Responsibilities:

Serve as the project lead for our Fall Festival in October and our Wintertide festivities happening in November and December. This includes:

- Coordinating with staff, artists, and community partners to ensure smooth and successful events.
- Maintaining the budget for these events, overseeing the logistics, and providing support with sponsorship to cover costs as needed.
- Coordinating the implementation of supportive lighting and sound for special events.
- Recruiting vendors, artists and performers for special events and the market and managing contracts.
- Overseeing the set-up, take-down, and post event logistics for all events which includes providing on the ground support during events, post-event clean up, return of items after the events, and post-event communications.
- Serving as the Wintertide Market Manager which includes artist recruitment, training and support, setting up our annual sales system in Square, managing inventory throughout the three-week event, and providing direct support during our open hours.

Special event and in person work dates will include:

Saturday, October 21 - Celebration of Shadows Fall Festival

Tuesday, November 21 - Makers Market Members Only Preview Opening

Friday, November 24 - Maker's Market and Light Art Opening Night

Saturday, December 9- Wintertide Festival of Lights

TBD- Additional weekend nights and some evening hours for special Maker's Market open nights.

Desired Skills and Experience

- Experience with program and event management, scheduling, and coordinating with community partners.
- Self-starter who is flexible and possesses the energy to meet the demands that come with event prep and implementation.
- Strong ability to work independently and manage multiple priorities.
- Strong communication skills and the ability to manage ongoing communications with artists, performers, and volunteers.
- Knowledge of square, excel, and online communication tools.
- Basic understanding of budgeting, managing sales, and donor or sponsor outreach
- Ability to troubleshoot and problem solve lighting and electrical issues
- Awareness and knowledge of cultural competencies and social justice issues, with demonstrated actions toward creating more just and equitable communities. Demonstrated commitment to diversity, equity and inclusion.

Additional Requirements:

- Flexibility in schedule and duties ranging from remote work/office days to active program participation for events and set-up in the lead up to the event.
- Able to carry, lift, and move up to 50 pounds.
- Ability to work outdoors, engage in physical labor, and comfort with tools.
- Proof of vaccination
- Reliable transportation
- Comply with PAFAC safety policies and procedures, as well as any current health and safety guidelines from governing bodies.

Compensation & Benefits:

- 240-hour contract at \$6,000 with the flexibility to arrange your schedule based on the needs of the events.
- 1 hour of PTO for every 40 hours worked.

To Apply: Please send your resume and cover letter to christine@pafac.org.

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