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## Position: Activation & Event Coordinator

**JOB POSTING ACTIVE:** June, 2024

Email resume and cover letter to [info@downtownspokane.org](mailto:info@downtownspokane.org). Applications are reviewed as received and selected candidates will be contacted directly. No walk-ins.

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**About DSP:** The Downtown Spokane Partnership (DSP) is dedicated to the creation of a dynamic, vibrant, livable, and sustainable Downtown. As a private, 501c(6) not-for-profit organization, the DSP serves as Spokane's central city advocate focused on economic and community vitality initiatives. As the manager of the Downtown Spokane Business Improvement District (BID) since 1995, the DSP provides supplemental programs and enhanced services in the 80-block area that includes nearly 1,500 property owners and business tenants. To learn more about the DSP, visit [DowntownSpokane.org](http://DowntownSpokane.org).

**About the Position:** The Downtown Spokane Partnership is seeking a dynamic and detail-oriented Activation & Event Coordinator to join our team. This role involves coordinating downtown activations, collaborating with major events, and working with event promoters to develop new activities in downtown Spokane. The Activation & Event Coordinator will also promote events in collaboration with the DSP Marketing Coordinator, and support other promotional functions of the DSP. This position reports directly to the Vice President of Marketing & Programming.

**Reports To:** Vice President, Marketing & Programming  
**Starting Salary Range:** \$20-23/hr (DOE)  
**Classification:** Non-Exempt, Part Time (20 - 30 hours per week)

**Employee Benefits\*:** [part time]  
• Washington sick leave

While the DSP offers flexible work schedules and occasional remote work options, this position is primarily based in the office located in downtown Spokane and at downtown event venues. Because events often happen outside of traditional office hours, must be willing and available to work nights and weekends during peak event seasons in the summer and around the holidays.

*\*Some benefits subject to full time classification or waiting/probationary periods.*

**Responsibilities & Duties:** Essential responsibilities of this position include but are not limited to:

Coordinate Downtown Activations:

- Plan, organize, and execute a variety of activations to enhance the vibrancy of Spokane's downtown area.
- Partner and support independent event promoters to create and implement new activities that attract visitors and residents to downtown Spokane.
- Manage logistics, permits, and vendor relationships for all activations.
- Ensure smooth execution of events from conception to completion.

Collaborate with Major and emerging Events:



- Work closely City of Spokane departments and planners of major and emerging events to promote foot traffic that supports downtown businesses.
- Collaborate with emerging event organizers to help navigate city applications and policies.
- Provide operational support to ensure successful event execution.
- Serve as a liaison between the Downtown Spokane Partnership and event organizers to ensure cohesive and successful events.

Support DSP business to business and membership events

- Work with staff to successfully plan and promote major events for the DSP including the Annual Meeting and State of Downtown.
- Work with staff to plan and grow networking and informational events including (but not limited to) Downtown Dialogues and Member Mixers.
- Support the execution of event logistics and planning, including; location selection and set-up, food & beverage, audio visual needs, outreach and follow-up.

Promote Events:

- Collaborate with the DSP Marketing Coordinator to effectively promote events, ensuring high visibility and attendance.
- Utilize various marketing channels including social media, email campaigns, and community outreach to boost event awareness.

Administrative and Reporting Duties:

- Help maintain the appearance of DSP managed public spaces. Chairs and tables organized in a visually appealing and functional arrangement. Recognize how the public spaces DSP manages should look and when necessary, contact the appropriate city/DSP department to address issues.
- Maintain and inventory event operational assets. Make recommendations for future purchases to assist in more efficient event management.
- Maintain detailed records of event activities, budgets, and performance metrics.
- Provide regular reports to the Vice President of Marketing & Programming on event outcomes and future recommendations.
- Assist in supervising and scheduling seasonal Event Ambassadors.

**About You:**

The Activation & Event Coordinator should be an enthusiastic self-starter with the ability to coordinate multiple tasks and initiatives while supporting team members in achieving organizational goals. The ideal candidate is organized, open, knows when to seek assistance, and can adhere to timelines. They should effortlessly build rapport with individuals and groups, exhibit strong teamwork, possess a nimble mindset, and understand the confidential nature of certain tasks. Must be willing to work a flexible schedule to accommodate various event needs.

This individual has:

- Passion for downtown Spokane with exceptional work ethic and ability to exemplify DSP core values: Collaborative, Innovative, Diverse.
- Sound judgment and ability to maintain professional decorum under pressure with a positive attitude.
- Experience working in a fast-paced environment and an ability to work quickly and efficiently to problem solve with an ability to quickly adapt to changing circumstances.

**Requirements:**

- Bachelor's degree in Event Management, Marketing, Communications, or related field preferred.
- Strong capabilities in the use of all standard office equipment.
- Solid understanding of computer software and online products, including Microsoft Office 365 (Word, Excel, Access, Outlook, PowerPoint) and familiarity with event management software.
- 2+ years of experience with event planning, coordination, or a related role preferred.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal skills.
- Creative thinking and problem-solving abilities.
- Ability to work flexible hours, including evenings and weekends as required.
- Proficient writing, editing, interpersonal and verbal communication skills required.
- Project management skills with ability to manage schedules and deadlines for ongoing initiatives for multiple internal and external stakeholders.
- Able to sit and/or stand for long periods of time with occasional lifting/pulling/pushing up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.
- Ability to speak, read, write, and understand English effectively to complete job duties.
- Proficient with mobile phones and smart devices.

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*Downtown Spokane Partnership is an equal opportunity employer and is committed to inclusion and diversity. The DSP recruits, employs, trains, compensates, and promotes regardless of race, religion, color, national origin, sex, gender identity or expression, sexual orientation, disability, age, veteran status, and other protected statuses as required by applicable law. All employees must have permission to work in the U.S.; employment eligibility verification is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The DSP does not discriminate based on genetic information in its employment-related policies and practices, including coverage under its health benefits program.*