



Job Description: Events and Programming Coordinator

The Events and Programming Coordinator assists in the planning and execution of all DPOB marketing and placemaking events. This frontline brand ambassador works under the supervision of the Director of Events and as a part of the marketing team led by the Vice President of Marketing and Communications. Every day will be an adventure as they assist in creating fun and engaging opportunities for Baltimore residents and visitors to enjoy all the fun, food, and talent of downtown! Additionally, this exceptional individual manages the setup and breakdown of events in coordination with our parks team with oversight from the Director of Events to ensure that DPOB is represented in excellence.

Essential Functions

Assist in the development of an annual event schedule/calendar mapping of all dates, avoiding federal and religious holidays, and ensuring minimal overlap with large community events such as partner festivals, sporting events, and conventions. Types of events can include but are not limited to one-day festivals, recurring park activities, and promotional consumer experiences.

- Track resources and supply inventory across multiple storage locations to appropriately prepare for event needs with necessary lead time.
- Manage permits, contracts, vendor, and contractor paperwork such as insurance certificates, and W9s, and hold harmless forms in a timely and organized manner.
- Develop and maintain clear logistics plans including planning timelines and day-of run of show instructions.

Responsibilities include:

- Attend meetings and functions when needed.
- Seek inspiration through research of best practices in the placemaking industry.
- Physically implement event activities in conjunction with the Director of Events, park service staff, and volunteers.
- Collects data for post-event analytics
- Onsite event support along with the ability to interact to provide customer assistance.
- Troubleshoot and think quickly when addressing potential problems that may arise
- Other duties as assigned

Qualifications:

- At least three years of relevant experience in event management or related field required
- Bachelor's degree preferred
- Must thrive working within a fast-paced, innovative environment

Skills and experience to include:

- Knowledge of Microsoft Office Suite
- Ability to work collaboratively

- Extreme attention to detail and strong organizational skills
- An ability to meet deadlines while multi-tasking across campaigns & projects.
- Experience with non-profits, events, retail, or urban placemaking a plus.
- Ability to work collaboratively
- Passion for Downtown Baltimore

Position Type/Expected Hours of Work

- This is a full-time non-exempt position on-site at DPOB.
- Occasional evening and weekend work may be required as job duties demand.
- Includes the ability to lift up to 30 lbs.
- This role reports to the VP of Marketing and Communications.

Application

You can apply online, at <https://godowntownbaltimore.com/job-application/>, or by emailing your resume, cover letter, and any other application materials to careers@dpob.org, with the subject line "Events and Programming Coordinator Application."