



CITY OF
Sturgis
MICHIGAN

We're Hiring!

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STURGIS DOWNTOWN DEVELOPMENT EVENT COORDINATOR

The part-time Event Coordinator (approximately 20 hours per week) will plan, direct and coordinate the events of the Downtown Development Authority in accordance with the expectations set forth by the Board.

Requirements:

- Post high school education or experience in related field preferred
- Demonstration of previous event planning, marketing and promotion
- Excellent communication, computer, and social networking skills

Duties:

- Assisting the Board in implementing its strategy with consistent and timely progress and updates
- Work with the Board, or its designated committee, to develop and execute the events contained in the annual calendar
- Work with the Board, the City and downtown businesses to plan and execute all DDA events
- Conduct research and develop studies to identify new event opportunities
- Determine fiscal requirements and prepare budgetary recommendations for all events
- Identify and obtain sponsorships for all events
- Develop and implement event production timelines
- Supervise, direct, and coordinate activities of personnel, contractors, and vendors as required to successfully execute all aspects of scheduled events
- Coordinate on-site event signage and displays
- Provide post-event analysis budget recaps and participant feedback and incorporate learning into future plans
- Assist with management of website content and social media
- Other duties as assigned

Administrative and coordination tasks:

- Support public relations and marketing efforts of the City of Sturgis as they may relate to the DDA

Physical Requirements: This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements: [Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]

- Ability to access all areas of the City's facilities and grounds
- Ability to climb and descend stairs
- Ability to regularly travel to various sites throughout the City and area representing the DDA

Working Conditions:

- Works outside in all types of weather conditions
- Exposure to traffic
- Works in areas with loud noise
- Exposure to environmental allergens [grasses, weeds, pollen, trees]

Submit Application, Resume and Cover Letter to: Sturgis City Hall, 130 N Nottawa St. or via email to dnorthrup@sturgismi.gov Applications available at City Hall or on our website at www.sturgismi.gov/HR

The City of Sturgis is an Equal Opportunity Employer.