EVENT COORDINATOR

Event Coordinator Reports to: Director of Marketing & Communications

With approx. $3B in development projects recently completed, underway or in the pipeline, like Children’s Hospital of Philadelphia’s new inpatient hospital, Topgolf and the bustling Village at Valley Forge, there’s no doubt that King of Prussia is an economic powerhouse with a very exciting future. The close-knit team at King of Prussia District is ready to welcome an enthusiastic full-time Event Coordinator who shares our passion for placemaking and would like to play an active role in transforming KOP into our region’s premier live-work-play-stay destination.

Founded in 2010 as a 501(c)(3) non-for-profit organization, King of Prussia District engages public and private partners to collaboratively improve the economic environment in King of Prussia by making it more vibrant, attractive and prosperous. Over the years, we’ve hosted more than 100 events designed to connect the community to culture, facilitate networking and drive tourism, all while highlighting the incredible amenities and accessibility that makes KOP a truly dynamic destination. From our incredible week of dining and shopping to benefit Children’s Hospital of Philadelphia (KOP Restaurant Week and KOP Shops for CHOP), to KOP Beerfest Royale, which brings 3,500+ beer-lovers to KOP each year, our event calendar is packed and we are ready for your help!

King of Prussia District is seeking an Event Coordinator to oversee the logistics and promotion of our special events. This position also supports the marketing team on special initiatives and projects and provides support to partners and stakeholders. The ideal candidate will be results-oriented and willing to jump in and tackle new assignments with enthusiasm and an eye for details and accuracy. The Event Coordinator must be highly organized and have experience in project management, from research and planning, to execution and measurement. While most events occur during a traditional work week, some flexibility is required for this position.

Duties and Responsibilities:

Lead day-to-day coordination of logistics and promotions for all of King of Prussia District events, including KOP Restaurant Week and KOP Shops for CHOP, business networking events and speaker series, King of Prussia Beerfest Royale and Food Truck Tuesdays:

- Identify and book locations
- Hire and coordinate vendors and suppliers
- Procure all event insurance and permits
- Prepare event budgets and keep track of event expenses to ensure adherence
- Communicate with sponsors to ensure that deliverables are met on deadline and sponsor benefits are fulfilled
- Working with the Digital Marketing Associate and creative agencies, coordinate collateral production for events
- Working with the Director of Marketing and Communications, Digital Marketing Associate and interns, lead all event promotions and outreach via available channels (website, blog, social media, email marketing, influencer outreach, signage and more)
- Analyze the event’s success based on attendance, attendee feedback and other data, and prepare reports for staff and Board of Directors
• Propose new ideas for events and promotion and continually work to improve existing events and processes.

Qualifications Required:

• Bachelor’s degree, preferably in communications, marketing or similar field
• Experience in event planning: 2-3 years (preferred)
• Professional and friendly, with excellent verbal and written communication skills
• Able to think critically, handle multiple projects simultaneously with accuracy, and meet performance deadlines in a sometimes fast-paced environment
• Demonstrated ability to work independently, with an internal drive to push projects forward
• Enjoys working with a small team and understands the importance of everyone “chipping in” to get the job done
• Proficient in using Microsoft Office
• Experience with social media marketing preferred
• This position requires moderate physical demands, including lifting over 10 lbs and standing/walking for extended periods during events.

King of Prussia District is an equal opportunity employer and offers a competitive salary and benefit package including:

• 401k with a 5% match
• Holidays and paid vacation
• LT/ST medical disability insurance
• Medical and dental insurance 90% paid by King of Prussia District
• Vision plan

Please email your cover letter with salary requirements, resume and 3 professional references to Rachel@kopbid.com. No phone calls, please. Please submit by February 21, 2020.