



Events Coordinator

The Opportunity

The Town Green District is seeking a passionate, creative, organized, and energetic candidate to serve as the organization's full time Events Coordinator.

The Event Coordinator will work closely with the Director of Marketing & Events and in tandem with the Events & Communications Assistant to run the Town Green District's numerous annual events, including but not limited to the New Haven Night Markets, Movies in the Plaza, Orange Street Art Markets, Happy Hour in the Plaza, and events in partnership with other local independent coordinators, businesses and organizations, and more. The perfect Events Coordinator will be thoughtful, organized, enthusiastic, and have the ability to coordinate projects from start to finish, idea to implementation, while working independently to meet deadlines. The ideal candidate can provide excellent customer service to our constituents and event attendees and has an extreme passion for New Haven's businesses, organizations, art, culture, people, music, and being a part of enlivening this city.

Town Green District works closely with public and private partners to make Downtown New Haven clean and safe, foster economic development, and promote the growth of the downtown. Be part of a close-knit team that is instrumental in making Downtown New Haven a great place to live, work, study, shop, and play.

Role Responsibilities

Event Planning, Outreach, and Execution

- In conjunction with Director of Marketing & Events, work on improving existing events and developing new and exciting ones.
- Act as logistics "point person" for all district events.
- Coordinate logistics for all events as assigned, including but not limited to pre-event research, permitting & permitting meetings, business outreach (physical and digital), managing event spreadsheets, initiating conversations with partners and participants, etc.
- Work with Director of Marketing & Events and Events & Communications Assistant to promote events through social media, e-newsletters, on-the-ground/DIY tactics and more.
- Produce and oversee production of all event graphics and print materials, with Director.
- Coordinate video, photo and all content creation relating to capturing market events, with Director.
- Maintain, update, and grow the database of business and event attendee contacts, with Communications Assistant.
- Travel both locally and nationally to perform independent research – gather ideas and inspiration, vendor and entertainment contacts, and more.
- Self-incentivize attending local events to network with local businesses, entrepreneurs, artists, musicians, creators and community connectors of all kinds.
- Manage individual event budgets, with Director.

- Assist in recruiting volunteers and staff for events that may require additional hands.
- Work with Director of Marketing & Events to develop and maintain cohesive district branding.
- **Additional responsibilities:** As assigned by Director of Marketing & Events and/or Executive Director, including projects related to TGD's 501c3 arm.

Qualifications

Required Skills & Education

- Bachelor's degree from an accredited college or university, OR a minimum of two (2) years of experience in related field, OR any equivalent combination of training and experience.
- Past experience with event planning & execution, community outreach, troubleshooting event-related issues, etc.
- Ability to develop and maintain excellent, effective working relationships with staff, supervisors, constituents, and partners.
- Ability to work independently on multiple projects simultaneously with high attention to detail, as well as collaborate in a team setting when necessary.
- High degree of oral and written communication skills, and professionalism in all forms of communication.
- Efficiency with Microsoft Office Suite and Google Drive.
- Ability to work nights and weekends, as needed. Many district events, promotions and some required meetings will take place outside of traditional working hours.
(We encourage you to browse our event sites for an idea of our programming dates, times, & vibes: www.downtownnewhaven.com)
- A love and passion for exploring New Haven, finding hidden gems, and sharing them with others.

Preferred Skills

- Experience with and an eye for graphic design; ability to utilize Adobe Suite products, Canva, etc. to produce both public-facing and internal content. (And/or a passion to learn!)
- Knowledge of and an eye for photography, videography and/or photo and video editing. (And/or a passion to learn!)
- Familiarity with New Haven, CT – including downtown and neighborhoods throughout the city proper. (And/or a passion to get out there and explore!)
- Spanish-speaking, intermediate to fluent, is a plus.

Compensation & Work Environment

Town Green District currently operates with an admin staff of 6 (soon to be 7)! We are a small but mighty team that often collaborates together by sharing opinions, ideas, thoughts and using our individual strengths to help each other out where we can. Town Green District is an equal opportunity employer that is dedicated to creating a more diverse team as we grow.

Though this position is based in the Town Green District offices located in downtown New Haven, the Events Coordinator will spend much time "in the field" running events, seeking new and exciting ideas, and making

connections. Regular use of arms, hands and fingers in a range of duties to include, but not limited to, use of a computer, keyboard, telephone, copier, handling and setting up event equipment, etc. is required. This position requires the ability to lift up to 30lbs, stand, sit, reach, use a ladder, and work both in an office setting and out around downtown on potentially uneven terrain during all seasons and weather conditions. The ability to pass a background check for permit applications is also required. A valid driver's license and regular access to a vehicle is a bonus, but not required.

Compensation: Position is full time, salaried. \$53,000 - \$57,000 per year, commensurate with demonstrated experience. TGD offers an excellent benefits package, paid time off and industry-specific professional development opportunities. Additionally, staff are offered a phone stipend, parking, and a significantly-discounted subscription to downtown's awesome makerspace Makehaven.

Applications & Inquiries

Do you see yourself in this role? We want to hear from all interested, qualified applicants who are ready to contribute their work and creativity towards making downtown New Haven an even more vibrant place.

A complete application includes:

1. Resume/CV
2. Cover letter including details of your past work and life experiences and why you are the ideal candidate for this role
3. Answer this question in Google Form: *What is your favorite event you've been a part of in any way (organizing, advising, part of a Board, volunteering, etc.), and why does it stand out?*
4. In later stages of the interview process, we will request references.

Please apply at this link (all documents can be uploaded here as well): bit.ly/TGDEventsCoord