



HUMAN RESOURCES DEPARTMENT

City of Burlington

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EVENT PLANNER BURLINGTON CITY ARTS

POSTING DATE: November 23, 2015
RATE OF PAY: \$20.59/HR
EXEMPT/NON-EXEMPT: Non-Exempt

DEADLINE TO APPLY: December 2, 2015
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: 15
UNION: Non-Union

The primary function of this position is to coordinate and program internal and external special events. This position performs professional work in the development, administration and evaluation of a wide range of internal and partner special events.

Essential Job Functions:

- Plan, coordinate and stage special events, festivals, concerts and related activities.
- Develop the department's entire internal event calendar, with input from applicable parties.
- Work with BCA Center staff and Marketing to ensure event calendar meet our mission criteria and staffing/infrastructure abilities and balance related revenue and expense
- Maintain financial records, including revenues and fees generated by events, event operational costs, budget projections and analysis.
- Communicate with clients, book space and develop agreements for use including fees charged, subsidized use, and BCA promotion.
- Negotiate and monitor contracts for service providers. Work with city staff, BCA staff, and vendors to set up and maintain event facilities for all events.
- Install/facilitate A/V equipment for meetings and performance events.
- Develop and enhance a working relationship with various organizations, non-profits, service clubs businesses and event sponsors.
- Procure inventory and issue supplies, equipment and instructional materials to staff for proper event management.
- Select, evaluate and supervise part-time, temporary, and seasonal staff and volunteers.
- Coordinate and gather all event information from programming partner or internal staff for marketing and promotion of events.
- Prepare and submit reports to Assistant Director and Director.
- Participate in the development of goals and objectives for BCA events; make recommendations to Assistant director and Director as needed.
- Assist with editing content of BCA website using the content management system, including text, graphics and imagery for events and programming + press
- Work with BCA staff to promote events, including creating eblasts, ad placements, social media and on-site marking materials and signage.

Qualifications/Basic Job Requirements:

- Associate's degree and two (2) years of experience in special event planning and management or related field. Experience in not for profit or municipal event planning preferred. Bachelor's Degree Preferred. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Knowledge of principles and practices of event programming and program administration.
- Proficiency in the use of social media for promotion as well as web content management systems.
- Working Knowledge of promotion and marketing concepts.
- Highly developed organizational skills required to manage simultaneous event executions.
- Ability to recruit and coordinate event sponsors, vendors, and volunteers.
- Ability to work independently and set own tasks.
- Ability to communicate effectively orally and in writing and knowledge of contractual writing.
- Ability to develop and adapt a schedule of events to meet the needs of a diverse population.
- Knowledge of budgetary procedures preferred.
- Must be able to operate standardized office equipment.
- Ability to establish and maintain effective working relationships with City staff and the general public.
- Ability to maintain a valid driver's license.
- Ability to work in all weather conditions.
- Ability to work evenings weekends and holidays.
- Ability to coordinate the planning scheduling, implementation, promotion and staging of special events concerts and festivals.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

To Apply: Submit cover letter, resume and a City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR. The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.