

## **Event Assistant**

### **Summary**

The Event Assistant is part of the team responsible for planning more than 200 internal and external events at the John F. Wolfe Columbus Commons park, located at 160 S. High Street in Downtown Columbus, Ohio. The Event Assistant offers support to the Columbus Commons team and may sometimes contribute to other projects the organization is working on to advance Downtown Columbus. This position reports directly to the Director of John F. Wolfe Columbus Commons.

The Event Assistant is a full-time, exempt position responsible for providing a wide range of administrative duties, project coordination, vendor outreach and communication, and accounting support. The role assists in aspects of event programming, including planning, marketing, permitting, and event operations, all while ensuring the experience of all park visitors and eventgoers meets Columbus Commons' high-quality standard.

This role would suit someone best who:

- has attention to details
- enjoys taking ownership of tasks
- takes pride in working with a team
- has the ability to work in an office and outside in a fast-paced environment
- conveys a positive and professional attitude and wants to be a part of an organization that manages an inclusive community asset producing memorable experiences for the community

This position is an in-office position Monday through Friday, and may include some extended shifts and weekend hours to accommodate variable event schedules.

### **General Duties**

- Assist in all aspects of event and programming planning, from maintaining event calendars to building relationships with partners, vendors, musicians/performers, and suppliers.
- Supports day-to-day operations of Columbus Commons by serving as point person for coordination of orders, deliveries, and vendors that are critical to its success.
- Assist in the day-to-day administrative tasks such as filing documents, writing thank you letters, coordinating crew meals, scheduling meetings, tracking inventory, assisting with credit card expense reports, collecting and managing data and metrics, and budget updates.
- Depending on the scope and size of the event, duties could include advancing events and rider fulfillment.
- Assist in the execution of events and programming by updating cover sheets, creating scripts for emcees, and collecting surveys from patrons.
- Deliver and retrieve promotional items and gifts related to our sponsors, partners, and clients.
- Assist with marketing elements, such as the creation of e-newsletters and on-site branding/signage.
- Collect, track and file proof of delivery of sponsorship deliverables, including photographs on-site and screenshots of digital and social media assets. Create sponsor recaps.
- Apply for permits from local City safety officials.

- Manage apparel and uniform process.
- Contribute to the evolving nature of Columbus Commons by researching best practices.
- Provide on-site event assistance as needed.
- Assist with social media content as needed.

This job description is not intended to be all-inclusive. The employee will also perform other reasonably related duties as assigned by their immediate supervisor and other management as required.

**Qualifications:**

- Bachelor's Degree preferred, or High School degree plus relevant experience

**Requirements:**

- Ability to work in a fast-paced environment
- Strong oral and written communication skills
- Experience with Microsoft Word, Microsoft Excel, and PowerPoint
- Familiarity with InDesign and Bluebeam Revu preferred
- Detail-oriented with excellent time management skills
- Have a valid driver's license
- Ability to pass employment pre-screenings

**Compensation and Benefits:** Starting salary is \$48,000 with a comprehensive benefits package and free parking.

**COVID-19 Considerations:**

CDDC/Capitol South follows the recommendations of the Centers for Disease Control (CDC) regarding COVID-19 vaccinations. Employees must provide COVID-19 vaccination record, including boosters as recommended by the CDC, or commit to being willing to become fully vaccinated upon hiring according to the federal guidelines.

**How to Apply:**

Please email a resume, including three references and a cover letter, to [humanresources@downtowncolumbus.com](mailto:humanresources@downtowncolumbus.com) with "Event Assistant" listed in the subject line.

No phone calls will be accepted. Only those candidates selected for an interview will be contacted.

**About Columbus Commons:**

Set within the scenic Downtown skyline, Columbus Commons is more than just a six-acre park. It is a gathering space for Central Ohio, a backyard for Downtown residents, and an attraction for people of all ages. With over 200 free events each year, there is something for everyone.

The 2011 debut of the Columbus Commons launched the beginning of a new era in Downtown Columbus, sparking the development of the River South neighborhood of Downtown Columbus that catalyzed almost \$400 million in private development.

Under the direction of Capitol South Community Urban Redevelopment Corporation, Columbus Commons has developed into an award-winning event venue and public green space.

*We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.*