

Event Operations Coordinator

The Event Operations Coordinator coordinates on-site event operations of more than 200 events that span from late April through December at John F. Wolfe Columbus Commons park, located at 160 S. High Street in Downtown Columbus, Ohio. The position is part of the team that ensures quality execution of events and coordinates a part-time seasonal staffing team to execute event layouts via set-up and teardown of elements like fencing, restrooms, food trucks, tents, and more, all while protecting the site. In addition to seasonal events on-site coordination, this position also assists in maintaining the Columbus Commons grounds and facilities annually. The position includes communication with clients, co-workers, contractors, and public patrons professionally and courteously. Work hours during the event season will extend outside of regularly assigned hours and most weekends to accommodate variable event schedules.

Classification

Full-time, non-exempt

Supervision

Reports to General Manager

General Duties

- Operations of various vehicles is required
- Other responsibilities may be assigned

Event Duties

- Executes plans safely and efficiently
- Manages successful deployment of event layouts according to schedule for all park events, ensuring safety for patrons and staff
- Under the direction of the General Manager, supervise, schedule and train seasonal staff for events and other projects
- Direct and assist staff and vendors with set-up and teardown of varied event equipment
- Provide event support to the programming team and external event clients
- Provide feedback to the programming team regarding layouts, timelines, and overall execution
- Support external beverage services, which includes bar set-up and teardown
- Maintain inventory for all events and cleaning
- Ability to execute all internal emergency evacuation protocols
- Interface with partners to create an effective event environment, including security, cleaning and parking teams

Operations Duties

- Support facility maintenance, including trash removal, cleaning, painting, and coordination with contractors
- Manage the grounds, including assistance with turf, landscaping, gardens, snow/ice removal, and coordination with contractors

Qualifications

- At least two years' experience in one or more of the following areas—landscaping, event

production, or catering

- Punctuality, effective communication, and a client service mentality are integral to the success
- At least two years of post-secondary education or equivalent training is preferred
- Demonstrate excellent customer service skills
- Displays a knowledge of ADA and Life Safety standards as it pertains to live events
- Demonstrates an ability to work independently.

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.

Requirements

- Demonstrate ability to lift up to 70lbs using proper lifting techniques
- Ability to secure certification as a Forklift Operator; certification training provided
- Ability to secure certification as an Aerial Lift Operator; certification training provided
- Work outdoors for long hours in various seasonal weather conditions
- Ability to use hand and power tools as required
- Have a valid driver's license
- Ability to pass pre-employment screenings

Compensation and Benefits

This is an exempt position and does not qualify for overtime. Starting salary is \$50,000 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 fully 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 cover letter and resume, including three references, to humanresources@downtowncolumbus.com with "Event Operations Coordinator" listed in the subject line.

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 RiverSouth 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.