

Events Coordinator



Position Profile

Events Coordinator | Anchorage Downtown Partnership, Ltd. | Anchorage, AK

The Position: Events Coordinator

Anchorage Downtown Partnership Ltd. (ADP) seeks a qualified professional to play a central leadership role in conceptualizing, designing, implementing and managing strategies intended to build and enhance a sense of “place” in Downtown Anchorage. The ideal candidate will perform well in fast-paced environments, have a desire to work creatively and a willingness to transform Downtown Anchorage into an inclusive and engaged place through community and continuous space activation. Must be a passionate supporter of a strong and vital downtown.

The **Events Coordinator** for Anchorage Downtown Partnership, Ltd. is responsible for assistance in the planning, coordination, and facilitation of event logistics for Anchorage Downtown Partnership, Ltd.’s events.

The below list is representative of duties and responsibilities, but not all inclusive. The **Events Coordinator** reports directly to the Events and Development Director. This position is 40 hours per week with the requirements of being present at all of the events.

This is a full-time seasonal position for the months of June 1 - August 8th

Candidates must have Summer Availability For Events (*Must be available for all days*) including:

- Music in the Park – 12noon- 1pm, Wednesdays
- Barre in the Park- 4:15-6:15pm, Wednesdays
- Live After Five Concert Series – 5:30-8:00pm, Thursdays
- Hip Hop/Fitness Shuffle- 11:30-1:15pm, Fridays
- Yoga in the Park- 4:30-6:15pm , Fridays
- Summer Arts in the Park Concerts 7:00-7:45pm, Fridays
- Salsa in the Park- 12:30-4:15pm, Saturdays
- Summer Arts in the Park Concerts 6:00-6:45pm, Saturdays
- Downtown Summer Solstice Festival – June 19th– All Day
- Anchorage Downtown Placemaking – At random throughout week and weekend & first Fridays of every month

Essential Duties and Responsibilities

In collaboration with the ADP staff and Board of Directors, this important member of the ADP team will be responsible for:

- Assist with the oversight of the logistics associated with free community events
- Assist in the promotion, planning, and facilitation of events
- Work with Anchorage Downtown Partnership, Ltd. Maintenance & Security Ambassadors to schedule event logistics, set-up and takedown
- Assist the Events and Development director with booking talent, including musicians, bands, and DJ’s, speakers & Vendors
- Attend all weekly events

- Coordinate & oversee event volunteers
- Assist Events and the Development Director with coordinating & facilitating outreach with performing talent, vendors, related organizations
- Assist with layout of events
- Track metrics of events including participants and impacts on the downtown community
- Assist with final event summary and outcomes for Anchorage Downtown Partnership, Ltd. & downtown community
- Other duties as assigned

Qualifications Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

Language Skills

- Ability to communicate effectively, verbally and in writing in English.

Diplomas, Degrees

- High school diploma or GED
- Working towards an associate's or Bachelor's degree preferred

Knowledge, Skills and Abilities

- Be reliable and timely with great work ethic
- Must be able to work on multiple projects simultaneously and have strong organizational and project management skills
- Ability to work well under short deadlines and work pressures
- Previous experience in event planning, event management, or similar fields
- Experience with fundraising, grant or proposal writing, preferred
- Demonstrated ability to communicate effectively orally and in writing
- Demonstrate core values of Anchorage Downtown Partnership, Ltd. in daily work tasks
- Be proficient in smartphone/computer applications
- Have the ability/desire to engage event attendees
- Be a self-motivated and enjoy working both independently and in a team environment
- Have attention to detail
- Effective problem solving and organizational skills, time management and general office skills.
- Familiarity with MS Office computer programs as well as social media platforms

Tools and Equipment Used

- Desktop and/or laptop computer(s)

Working Conditions

- Ability to work well under short deadlines
- Ability to work well on behalf of diverse member business and property owners
- Ability to work long hours during events
- Ability to work outside in all kinds of weather (all of Anchorage Downtown Partnership, Ltd. events)

take place outside)

- Ability to work well with vendors, performers, and other event participants

[Click here to read about Anchorage Downtown Partnership, Ltd. Annual Events](#)

Key Relationships

The key relationships described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will provide information to and collect information from supervision, other staff members and the general public. Contact will be made in writing, by telephone, and in person.

The Organization

The Anchorage Downtown Partnership is comprised of three separate but interrelated nonprofits, that together help create a clean, safe and vital downtown Anchorage. These include Anchorage Downtown Partnership, Ltd., the primary membership organization; ADP Development Corporation, which holds the organization's capital resources and equipment rental; and ADP Community Services which handles events, sponsorships, grants and donations. With a budget of \$1.8 million annually, the Anchorage Downtown Partnership provides services for the Anchorage Downtown Improvement District (DID), covering a 120 square block area. The improvement district was created by downtown property owners to improve the cleanliness of downtown, decrease crime, increase investment values and occupancy rates, and to stimulate economic development. Approximately two-thirds of ADP's revenue is generated from monthly payments self-assessed by downtown property owners. The remaining revenue is generated through services and events.

Programs

Clean and Safe

Safety Ambassadors

Anchorage Downtown Partnership's Safety Ambassadors are the "eyes and ears" of downtown Anchorage. Easily identifiable and ever-present the Ambassadors assist local businesses and residents in keeping downtown Anchorage a safe and friendly place to work and visit. The Safety Ambassadors work closely with first responders. As true ambassadors, they are always ready to assist residents and visitors so they experience the best of downtown Anchorage.

Maintenance Ambassadors

ADP's Maintenance Ambassadors work 7 days a week picking up trash and removing snow from public spaces and sidewalks and assisting in graffiti removal. Ambassadors are a welcome presence on downtown streets whether it's assisting property owners, businesses, visitors and residents or ensuring downtown events are clean and safe. Maintenance Contract Services ADP's maintenance team offers contracted services to aid in additional maintenance for businesses throughout the Downtown Improvement District, and other neighborhoods around downtown.

These include: · Snow removal · Ice melt · Event rentals · Gravel removal · Weed Abatement · Power washing · Graffiti removal Security Contract Services Anchorage Downtown Partnership provides security services on a contract basis, meeting the unique needs of business and property owners. ADP currently holds security contracts with a variety of businesses including religious institutions, retail, and entertainment.

Anchorage Downtown Placemaking

Annual Events

Anchorage Downtown Partnership hosts a series of annual events to capture and enhance the vibrancy of downtown Anchorage. The events range from small outdoor concert series to large festivals, ceremonies, and fireworks displays. Events are funded primarily through sponsorship dollars and community support. ADP

events utilize underused public spaces, stimulate economic development, attract residents and visitors downtown and provide activities for the whole family.

Annual events include: · Downtown Summer Solstice Festival · Holiday Tree Lighting · Live After Five Summer Concert Series · Music in the Park · Music for Little Ones · New Year's Eve · Small Business Saturday · Trick or Treat Street · St. Paddy's Day Pub Crawl Space Activation Anchorage Downtown partnership works to energize the downtown core by using public spaces, parks, vacant storefronts and alleys in creative and collaborative ways that bring people together.

Anchorage, Alaska

Anchorage is Alaska's largest and most diverse city with a population of nearly 300,000, representing 40 percent of the state's population. Long considered the "air crossroads of the world" Anchorage lies within 9.5 hours by air of nearly 90% of the industrialized world. Ted Stevens International Airport is the third busiest cargo airport in the world and home to a major FedEx hub. Anchorage has been named an All-America City four times by the National Civic League. Though the climate is classified as subarctic, temperatures are moderated by Cook Inlet and the influence of the Gulf of Alaska. With more than 19 hours of daylight at the height of summer, Anchorage visitors and residents stay active throughout the year enjoying more than 250 miles of walking, biking and skiing trails. The city is proud of its diversity with more than 100 languages spoken in the Anchorage school district. Downtown Anchorage is the hub of Alaska's cultural offerings, including the Anchorage Museum and the Alaska Center for the Performing Arts. Among the most pressing issues impacting the vitality of downtown include; a migration of businesses to the mid-town area; lack of urban living space for those who might choose to reside downtown; a perception that downtown parking is both limited and expensive; and the concentration of Anchorage's public inebriates and homeless populations.

Application Process

To apply for this position, submit a cover letter and a resume to Jordan Lane at jlane@anchoragedowntown.org The position is open until filled.

Job Type: Full Time Seasonal Position | Salary: \$15.00

Contact Information: Jordan Lane, 907-279-5655, jlane@anchoragedowntown.org

Anchorage Downtown Partnership, Ltd is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation or any other class protected by law.