



Event Coordinator

Job Description:

The Event Coordinator supports the coordination and implementation of city-wide special events including but not limited to the Five Points Jazz Festival, Youth One Book, One Denver, Mayor's Awards for Excellence in Arts & Culture, Chance to Dance, and others. The Events Coordinator reports to the Strategic Partnerships and Community Programming Specialist.

Description of a city-wide special event: The Five Points Jazz Festival annually brings people together for a day of food, fun and fantastic music. The free festival takes place the third Saturday of May each year and celebrates the history of Denver's Five Points neighborhood. Once known as the Harlem of the West, Five Points was home to several jazz clubs which played host to many of jazz music's legends such as Miles Davis, Thelonious Monk and many more. Since its inception in 2004, the Five Points Jazz Festival has grown each year in size and popularity. The one-day festival draws more than 50,000 attendees. The event coordinator supports the Strategic Partnerships and Community Programming Specialist in all event planning and implementation including recruitment and training of volunteers, vendor planning, musicians' recruitment, community partnerships, neighborhood engagement, security and emergency planning, coordination of all stages and performances, and additional venues, and more.

Hours: estimated at 40 per week

Event Coordinator Responsibilities:

- Assist in the coordination and management of city-wide special events including, but not limited to, the Five Points Jazz Festival, Youth One Book, One Denver, Chance to Dance, The Mayor's Awards for Excellence in Arts & Culture, Art Drop Day, all Cultural Plan related events, and more.
- Communicate verbally and in writing with city officials and agencies
- Develop event day logistics and run of show
- Work with event partners including community organizations and other City agencies
- Assist in the management of all aspects of events such as: event set up and tear down, catering, room set up and décor, technology and related logistics, check in and welcoming of guests, event wrap up and follow through
- Work with performers, speakers and artists on all special events
- Prepare post-event summary reports, and final wrap-up documents
- Participate in planning meetings for related events
- Coordinate the implementation of new procedures for the assigned functions
- Assist with related event paperwork such as RFPs, contract requests, procurement requests, and follow through on vendor payments, working in partnership with finance department, purchasing, City Attorney's Office, Office of Special Events, etc.
- Volunteer coordination duties include:

- Establish all volunteer positions and create job descriptions
- Determine number of needed volunteers per category
- Establish times/shifts needed for volunteers
- Work with A&V marketing department on outreach and recruitment of volunteers
- Responsible for registration of volunteers
- Responsible for volunteer training, volunteer check-in, and on-site point of contact for volunteers
- Maintain volunteer database
- Solicit donations for volunteer appreciation event
- Plan volunteer appreciation event
- Select volunteer leads for each event area
- Train volunteer leads
- Manage regular meetings with volunteer leads
- Track volunteer retention
- Assist with event set up and tear-down
- Serve as a point of contact for event security and clean-up when Strategic Partnerships and Community Programming Coordinator is off-site
- Support Strategic Partnerships and Community Programming Specialist on general event coordination tasks

Qualifications:

- Experience in planning, coordinating and event production both intimate and large-scale events (over 100 attendees)
- Ability to synthesize various activities, persons and spectators for multiple events
- Strong organizational skills
- Ability to work under pressure handling multitude of tasks at the same time
- Experience in recruiting and managing volunteers
- Excellent customer service
- Excellence in both verbal and written communication
- Team player

This position is also subject to long and irregular hours, varying and unpredictable situations, and many interruptions and changes of plans.

About Denver Arts & Venues

Denver Arts & Venues' mission is to amplify Denver's quality of life and economic vitality through premier public venues, arts and entertainment opportunities. Arts & Venues is the City and County of Denver agency responsible for operating some of the region's most renowned facilities, including Red Rocks Park and Amphitheatre, the Denver Performing Arts Complex, Colorado Convention Center, Denver Coliseum and McNichols Civic Center Building. Arts & Venues also oversees the Denver Public Art Program, Create Denver, SCFD Tier III granting process, Arts Education Fund and other entertainment and cultural events such as the Five Points Jazz Festival, Urban Arts Fund, P.S. You Are Here and implementation of IMAGINE 2020: Denver's Cultural Plan. Denver Arts & Venues is committed to diversity, equity and inclusiveness in all our programs, initiatives and decision-making processes.

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