

EVENTS ASSISTANT
Part-Time Position (Hourly)

Downtown Vacaville (Downtown Vacaville Business Improvement District) is seeking an Events Assistant to provide event support to Downtown Vacaville growing event portfolio which draws 100,000+ attendees to downtown Vacaville annually. The Events Assistant will play a key role in bringing events alive and making them successful. Assisting staff with coordinating location, vendors, musicians, timing, volunteer management, and handling sales.

Downtown Vacaville mission is to activate Downtown Vacaville. Formed in 1992 as a merchant association, the organization has earned much of its notoriety by producing some of Vacaville's most celebrated events: The Saturday Farmers' Market, annual wine strolls and music festivals, Oktoberfest celebration, Halloween Stroll, and Holiday festivities bring thousands of locals and visitors into the district every year to shop, dine and play. Downtown Vacaville currently represents 450+ businesses across many industries. We work in close collaboration with the city, businesses, property owners, and the community to advance common goals and concerns.

SIGNATURE ANNUAL DOWNTOWN VACAVILLE EVENTS:

- ★ LOVE STROLL, February
- ★ LADIES NIGHT - Spring Fling, April
- ★ TOWN SQUARE CONCERT SERIES. Town Square - Thursdays: April-May, October
- ★ VACA DE MAYO, May
- ★ VACAVILLE FARMERS MARKET, Starts in May
- ★ CREEKWALK CONCERT SERIES. Andrews Park - Fridays nights end of May to end of August
- ★ ART, WINE, & BREW STROLL, September
- ★ OKTOBERFEST, End of September
- ★ HALLOWEEN STROLL, end of October
- ★ SMALL BUSINESS SATURDAY, Late November
- ★ WINTER WONDERWALK, HOLIDAY events, Late November - December

Job duties include, but are not limited to:

EVENTS SUPPORT: Manage events from earliest stages through completion:

- Schedule vendors, equipment and supplies (Stages, Bands, Food, Security, Merch, etc.)
- Assist with marketing and promotional plan for each event (Press releases, press events, graphics, posters, postcards, print and radio spots, social media posts, videos, direct mail, cross-promotions, websites and e-marketing) and help develop on-site signage and marketing materials (Programs, signage, maps, etc.).
- Track ticket sales, guest lists, document event attendance.
- Maintain communication: Volunteers, Vendors, Entertainers, Sponsors.
- Staff event committee meetings as needed
- Event set-up, on-site supervision of volunteers, vendors, sales & deposits, event break-down.
- Must be able to lift 40 pounds.

- Help prepare post-event summaries for sponsors & Downtown Vacaville Board of Directors.
- Help maintain inventory at office and off-site (if applicable)

BID MEMBER-BUSINESS SUPPORT:

- Answer phones, provide office assistance as needed (mail, records, office upkeep, etc.)
- Provide support for BID membership meetings, topic/theme development, venue and sponsor coordination, correspondence with speakers, decoration, etc.
- Provide support for the Board of Directors and Committees as needed
- Assist with updating directories: Web Directory, Sponsors, Available Properties
- Occasionally accompany team on Downtown Business Walks

Other job duties as occasionally assigned by the Executive Director with the Board of Directors

PREFERRED QUALIFICATIONS:

- High School diploma and 3+ years of professional experience in event planning.
- Experience recruiting, training, delegating volunteers.
- Excellent writing and verbal communication skills.
- Extremely organized, efficient, detail-oriented and successful at meeting deadlines
- Proven ability to multi-task multiple projects and events at one time
- Team player with a passion for events, community-building, promotions and problem solving
- **Able to work night & weekend events and meetings.**

SALARY RANGE: \$22-23/hour part time. 10-12 hours/week. Potential for more hours and pay as we succeed and grow.

Send one-page letter of interest and resume to **Downtown Vacaville BID**, 313 Parker Street, Vacaville, CA 95688 or Info@DowntownVacaville.com.

START DATE: End of March, 2023