

**Position Title:** Senior Event Coordinator  
**Terms:** Contract position with full-time option  
**Reports To:** Director of Operations  
**Compensation:** Salary DOE. Contract term February 13 – October 12, 2012 (8 months) Great contract benefits including free office parking, \$150 for expenses per month. Full-time position offers medical, dental, 401(k), one-week vacation, gas allowance, and two-week paid office closure in December.  
**Application:** Send cover letter and resume to [jodym@festivals-inc.com](mailto:jodym@festivals-inc.com)

### COMPANY INFORMATION

With over 30 years of experience, Festivals Inc has become one of the leading event production companies in the Pacific Northwest. Best known for their production of the Bite of Seattle®, Taste of Tacoma® and Oktoberfest Northwest, Festivals Inc has produced and managed over 100 successful events which have entertained over 20 million people in the Northwest alone. Our non-stop attention to detail and often-praised customer service sets us apart from others in the business. We are a small company with a large vision, building on years of experience to continue to create, produce and manage top-of-the-line events. We are a company of seven specializing in sponsorship, event operations, vendor relations, event management and marketing/media. To find out more please visit our website at [www.festivals-inc.com](http://www.festivals-inc.com).

### POSITION SUMMARY

The Senior Event Coordinator is a key member of our outstanding team of seven core year-round staff reporting directly to the companies Director of Operations and Festival Director. This individual will be part of all aspects of event production and planning with specific focus on administrative planning including but not limited to; event operations, event employment manager, vendor relations and procurement, summer intern recruitment and management, database management, as well as sponsorship support tasks. Primary Duties include:

### ESSENTIAL FUNCTIONS

- Serve as primary contact for restaurant, concessionaire and craft vendors at the Bite of Seattle, Taste of Tacoma and Oktoberfest Northwest.
- In charge of all vendor inquiries, procurement and retention.
- Interface directly with clients, overseeing and coordinating all logistical aspects of events.
- Work closely with Seattle-area restaurateurs and vendors to ensure logistical and technical information is transmitted clearly and effectively.
- Manage and maintain exceptional vendor relations and coordination with over 250 Seattle-area Restaurants, vendors and national sponsors.
- Build relationships with vendors and provide high level of customer service
- Act as conduit between the Operations and Sponsor Departments to streamline vendor logistics.
- Serve as the on-site manager for all festivals
- Recruit, hire and manage three full-time Summer Interns and a temporary event staff of 30+ employees.
- Coordinate and manage (2) wine-tasting venues within the Bite of Seattle and Taste of Tacoma
- Help to create and adhere to labor budgets
- Assist with event and sponsor activation
- Spearhead ongoing projects to streamline procedures, enhance profitability and improve department's efficiency and effectiveness in all areas of business.
- Update training materials as needed and annually.
- Create and implement internal systems for compliance tracking, communication and execution
- Provide creative and positive input in creating business proposals and activations
- Work all events including operational support and account management. This job can be physically demanding. Must be able to work nights and weekends during the festivals.
- Organized database management
- Support other staff as needed.

## **PERSONAL ATTRIBUTES**

High Energy, Strong Work Ethic, Team Player, Proactive, Detail Oriented, Self-Motivated, Ability to Work Under Pressure and with Deadlines, “Can do” Attitude, Creative Thinker.

## **EXPERIENCE AND REQUIRED SKILLS**

- Must have 3+ years of experience in event planning and coordination
- Outstanding written and verbal communication skills
- Event Operations Experience
- Recruitment and employee management experience
- Excellent people skills, with the ability to interact effectively and in a professional, diplomatic, and mature manner with VIP’s as well as internal and external clients at all levels
- Catering and/or Banquet Experience a plus
- Wine knowledge a plus
- Computer Skills including: Word, Outlook, Excel and Adobe
- Ability to adapt, learn and grow with a team
- Candidate must have excellent problem solving skills as well as excellent communication skills

## **MEASURABLE STANDARDS**

- Performs in a professional manner at all times, maintaining a positive attitude and providing positive “public relations” both internally and externally for the company.
- Displays strong leadership skills, be goal oriented and possess excellent customer service skills.
- Ability to work well under pressure and be able to meet deadlines while maintaining a high degree of accuracy.
- Maintains discretion with highly confidential materials and proprietary information.
- Ability to understand, evaluate and communicate budget needs or issues.
- Must be present and on time for meetings, complete assignments in a timely manner, request assistance when appropriate and recognize accountability for work.

## **WORKING CONDITIONS/ENVIRONMENT**

Works in a comfortable and creative office environment. Position requires on-site presence at all events. During the peak season long and physically demanding hours are common which is why a flexible work schedule that includes evenings and weekends are part of the job. Festivals Inc is a creative, lively and fast-paced company; we are looking for individuals that bring the same dedicated work ethic to the job.