

DSC Event Coordinator – Job description

The DSC hosts up to seven events per year. The planning of these events, especially the two fundraisers, requires meticulously coordination of event logistics, permits and amenities while working closely with the event partners, stakeholders and sponsors. The DSC Event Coordinator would be responsible for assisting with the coordination in conjunction with the DSC Executive Director, DSC Board President and Promotion Committee Chairs.

Event Coordinator responsibilities and duties:

- Draft and submit event permits, licenses and other documentation (e.g., State Highway Administration road closures, health department permits, liquor licenses, CSX requests, overflow parking, and insurances).
- Assist with planning the layout of events.
- Research and suggest entertainment options and obtain required commitments.
- Sign-up event participants/vendors and collect relevant documentation.
- Manage social media campaigns, work with media and sponsors to promote events.
- Utilize social media platforms to inform Sykesville residents and visitors of traffic patterns, detours, parking options, and shuttle routes.
- Recruit and train volunteers and create volunteer direction sheets for the day of the event.
- In coordination with the Executive Director, work with the Sykesville Police, Public Works, EMS and Fire Department to update each event's Emergency Action Plan.
- Create a comprehensive event planning manual including a directory of event partners.
- Meet with the Executive Director, Board President, and/or Promotion Committee Chairs as necessary, and attend all DSC Committee Meetings held on the 2nd Tuesday of the month.

Skills and Experience:

- Ability to work independently, under strict deadlines and multitask required.
- Capable of working with internal and external teams and partners.
- Experience coordinating large-scale events necessary.
- Familiarity with event planning regulations, promotion strategies and tools expected.
- Experience in business management, hospitality management, marketing or related areas preferred.
- Other duties as assigned.

The pay rate will be \$20/hour. No benefits. We have an expectation that the hours would shift throughout the year depending on our event schedule. We estimate the monthly hours to be a maximum of 75 to 120, based on our yearly calendar and as instructed monthly.