

Special Events Coordinator

Downtown Fond du Lac Partnership

Overview:

The Downtown Fond du Lac Partnership (DFP) is a non-profit organization dedicated to establishing a diverse, prosperous and healthy downtown district. The DFP manages various special events throughout the year, most heavily in the summer.

This is a part-time position where the following 2024 dates are required:

- Farmers Market – Saturdays, mid-May through October – 6:00 a.m. to 1:00 p.m.
- Night Market – Thursdays, June 27, July 11 & 25, August 8 & 22 – 3:00 to 9:00 a.m.
- Fondue Fest – Saturday, September 7 - 6:00 a.m. to 8:00 p.m.
- Summer Wine Walk – Friday, June 14 – 2:00 p.m. to 6:00 p.m.
- Holiday Wine Walk – Saturday, November 16 – 9:00 a.m. to 2:00 p.m.
- Various smaller events throughout the year.

Primary Responsibilities:

- Coordinate set up and take down of events.
- Enforce event policies, rules and regulations.
- Problem solve issues that arise during events.
- Handle all emergencies and complaints.
- Serve as the quality control person for merchandise displays, as well as the event's general appearance and cleanliness.
- Maintain and run the EBT/Credit/Debit credit card system; collect tokens from vendors as well as reimbursing vendors.
- Maintain an information booth including displaying and distributing educational materials, displaying and selling any DFP merchandise.
- Keep a special events log including vendor attendance, EBT totals, and music/entertainment.
- Manage any volunteers/interns.
- Assist in the recruitment of event volunteers.
- Develop a positive relationship with vendors and business owners.
- Assist customers with any questions or concerns they may have.

Qualities:

The person in this position must be a leader who possesses a complex blend of skills that are both interpersonal and organizational. They will be an effective problem solver, self-motivated and a good communicator. They must be able to relate well with others. They will need to have an understanding of event rules and regulations, and the ability to enforce when necessary. The Special Events Coordinator largely creates the event's atmosphere, so the position will require a person who has a good aesthetic sense and can create an upbeat atmosphere.

Proficiencies:

Experience in the use of all Microsoft Office products.

Physical Requirements:

The Special Events Coordinator of the Downtown Fond du Lac Partnership must meet the following physical requirements: lift up to 50 pounds, stand, sit, walk, for various amounts of time, and must have valid driver's license in order to operate a motor vehicle.

Accountability:

Reports directly to the Executive Director of the Downtown Fond du Lac Partnership and works in concert with the Board of Directors for the Downtown Fond du Lac Partnership.

To Apply:

Email resume with a letter outlining why you believe you are the right candidate for this position. Send to Amy Krupp, Executive Director at amy@downtownfdl.com. All inquiries will remain confidential.

Position will begin in May of 2024 with the potential to train in spring of 2024.

Revised January 2024