

NORTHWEST MARITIME CENTER

Port Townsend, Washington



JOB DESCRIPTION: Event Coordinator

Under the direction of the Events Director and in partnership with key staff, the Event Coordinator coordinates and manages the details for the successful execution of the varied NWMC events.

PRIMARY RESPONSIBILITIES:

- Manage events on- and off-site including facility and logistics details for:
 - R2AK events – Ruckus in PT, Racer dinner in Victoria, Blazer Party, Tailgate party
 - Seventy48 – Pre-Funk in Tacoma
 - Wooden Boat Festival
 - Fundraising events – Navigator Brunch and other smaller events throughout the year
 - Regattas, She Tells Sea Tales, 48° North Trade Show participation, and other events as assigned
- Event Planning and Execution:
 - Vendor, boater, racer, presenter coordination, and communications
 - Assist in tracking sponsor fulfillment
 - Update various event participant applications annually in collaboration with IT and Communications departments
 - Pre-event planning:
 - Work with the Event Director and Volunteer Coordinator to create job timelines, job descriptions, volunteer needs, and emergency plans
 - Manage all permitting for events and secure rental contracts for additional needed spaces
 - Manage event layout maps and/or seating charts
 - Responsible for managing Presenters/Band contracts with Finance Department
 - Work with Volunteer Coordinator and Event Director to organize and facilitate volunteer orientations prior to event
 - Work with Point Hudson and close neighbors for smooth operations during events
 - Participate and assist in coordination of volunteer captains' meetings
 - Create and set up event captains' clipboards with all the necessary information for success
 - Organize, track, and deliver wristbands, parking passes, maps, timelines, lanyards, t-shirts, and other needs to appropriate parties in timely manner
 - During event
 - Assure smooth operations, problem solving issues as they arise, and documenting for future events
 - Act as Base Manager during larger events, managing radio/communications system



- Set up and tear town
 - Coordinate and oversee set up, organizing materials, banners, nametags, t-shirts, and other necessary needs
 - Coordinate and oversee tear down, managing inventory and storage
 - Oversee completion of event through final clean up
- Post event
 - Organize and document debrief of each event
 - Track recommendations for improvements through planning future events
 - Collaborate with Event Director and Volunteer Coordinator the planning and execution of the Captain's dinner
 - Manage Captains stipends and thank you notes for partners and volunteers
- Other duties as assigned

GENERAL OPERATIONS

While this position's primary responsibility is in event coordination, the Event Coordinator will work as part of the NWMC team to ensure smooth operations for the organization as a whole. This could include providing information to visitors to the Maritime Center and helping out in projects and events that require all-hands-on-deck, to helping tie up a vessel coming into our dock because you happen to be standing there. We all pitch in for the heavy lifting now and then—sometimes this is metaphoric; occasionally we all have to actually help lift something heavy.

MINIMUM QUALIFICATIONS

- 2+ years event planning or relevant experience
- Keen eye for detail management and organization
- Team player
- Self-motivated
- Problem solver
- Can do attitude
- Flexible

Position is Part-Time, approximately 20 hours per week but will temporarily increase during large events

Offices are located at 431 Water St., Port Townsend, WA 98368

Position title: Event Coordinator

Reports to: Event Director, Barb Trailer

Wage: \$18 - \$20 per hour Non-exempt – DOQ

Deadline for applications: open until filled

Send resume and cover letter to barb@nwmaritime.org

