



EVENT SUCCESS COORDINATOR

REPORTS TO: DIRECTOR OF COMMUNITY PARTNERSHIPS + ACTIVATION

SUPERVISES: NONE

TERMS: 40 HOURS PER WEEK, FULL-TIME WITH BENEFITS; FLEXIBLE SCHEDULE TBD WITH SUPERVISOR.

Civic Center Conservancy is looking for a seasoned **Event Success Coordinator** with strong skills in logistics, project coordination (event production), and maintaining positive relationships with private, governmental, and community stakeholders.

WHO YOU ARE

- You love logistics and are great at shepherding them – especially those associated with events and activations.
- Collaboration drives you. You get energy from stewarding and fostering partnerships.
- You are passionate about supporting and facilitating the success of others.
- You are a strong executor of events, programs, and other activation strategies and can anticipate and solve problems.
- You are self-motivated and operate independently and professionally.

SUMMARY

This position works to ensure the success of Civic Center Conservancy-produced and community-produced activations in Civic Center Park, including McNichols-centered events. This includes setting up the structures, processes, and workflow to ensure City rules/regulations are followed and communication with City departments takes place. As part of the implementation of a new Park Utilization Framework, this role will assist community-produced activations in navigating City policies and workflows while infusing Civic Center Conservancy best practices to increase event success. The Coordinator should be skilled in operations, customer relations, and project management. Over time, the position will work to develop and recommend Civic Center Standard Operating Procedures to increase the success of activations and improve efficiencies.

Candidates will have experience handling external relationships and partnerships with various community, corporate, and government stakeholders. They will demonstrate a love of crafting moments of creativity, engagement, and alignment with the community.

DUTIES AND RESPONSIBILITIES

CONSERVANCY-PRODUCED ACTIVATIONS

- Lead execution of Conservancy activation portfolio, including timelines, contracts, permits, partner stewardship, and vendor coordination. In 2023, this will include Civic Center EATS, Holiday Lights, and additional to-be-determined activations.

- Directly manage the on-site operations of Conservancy activations.
- Requires willingness to work irregular hours in advance of and during events.
- Maintain and foster relationships with City & County of Denver departments and staff, including but not limited to Office of Special Events, DPR Permitting and Operations, and the McNichols Building.

COMMUNITY-PRODUCED & PARTNER ACTIVATIONS

- Support and steward community partnerships to increase utilization and activation of all Civic Center assets, including Park spaces, the Greek Theater, the McNichols Civic Center Building, and eventually, Bannock Street.
 - Support for partners in this role may include assisting with the planning and execution of various aspects of activation operations, sharing best practices, and thought partnership.
- Under the leadership of the Director of Community Partnerships + Activation, will help lead community partners through the Park Utilization Framework working to ensure a guest-centered experience.
- Demonstrate knowledge and ability to communicate to partners the City policies, procedures, rules, and regulations that oversee the activation of Civic Center assets.
- Develop and implement best practices, relationships, and tools to enhance community partnerships and activations.
- Develop and maintain relationships with City & County of Denver departments and staff, including but not limited to the Office of Special Events, DPR Permitting and Operations, and McNichols Building Operational Staff.

QUALIFICATIONS AND COMPETENCIES

- At least 4 years of event logistics and operations experience required.
- Deep knowledge of, or a willingness to learn, City and County of Denver City policies, procedures, rules, and regulations that oversee the activation of Civic Center assets.
- Excellent project and event management, organizational, interpersonal communication, collaboration, relationship building, and multi-tasking skills, and the ability to anticipate and take initiative to predict and solve problems.
- Demonstrated ability to steward relationships with internal and external stakeholders.
- A multi-tasker with the ability to wear many hats in a fast-paced environment.
- Spanish-language proficiency or higher preferred but not required.

COMPENSATION

Annual salary range of \$55,000 to \$65,000, based on experience, paid twice per month. Eligible for all benefits available to full-time CCC employees, including medical, dental, vision, life, parking/transportation stipend, and unlimited PTO.

In addition to the above benefits, Civic Center Conservancy is a Qualified Employer under the federal Public Service Loan Forgiveness Program (<https://studentaid.gov/pslf/>). The PSLF Program forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

PROFESSIONAL DEVELOPMENT

The Conservancy believes in the professional development of each team member and has a budget for each to participate in professional development and community networking opportunities.

TO APPLY

Qualified and interested candidates should submit a cover letter and resume with the subject line "CCC Event Success Coordinator" to Eric Raya Steinbeiss, Director of Community Partnerships + Activation, at people@civiccenterconservancy.org. Please share your connection to parks or public spaces in your cover letter.

The Civic Center Conservancy encourages all qualified candidates to apply. The Civic Center Conservancy is an equal-opportunity employer and seeks a diverse pool of applicants. We know that women and people of color are often less likely to apply to a position if they don't match 100% of the job qualifications. Don't let that be the reason you miss out on this opportunity! We encourage you to apply even if you don't think you're the perfect candidate.

This position will work in-person at the Conservancy offices in Denver's Capitol Hill neighborhood, with some flexibility to work remotely on a regular, predetermined basis as the job duties allow.

Application Deadline: April 14, 2023. We will keep applications open until a suitable candidate is found.

ABOUT CIVIC CENTER CONSERVANCY

Civic Center Conservancy is dedicated to keeping Denver's Civic Center Park active and thriving for all. As an independent nonprofit, the Conservancy engages individuals, businesses and community groups as champions for this essential public space.

Civic Center Conservancy's work benefits the park, the people who use the park and the future of the park.

For the Park: The Conservancy supports the Park's upkeep by raising funds to restore its historical structures, enhance its natural spaces & advocate for investment in this essential public space. We do this in partnership with the City through a public-private partnership.

For the People: The Conservancy serves as the Park's community builder, activating the space & providing opportunities for engagement year-round. Events & programs like Civic Center EATS & the Black Love Mural Festival ensure those who visit the park connect with spirit of the city & become part of its legacy. The Conservancy also engages small businesses, neighboring cultural institutions, arts organizations & other local groups in bringing diverse voices & audiences to the park.

For the Future: Spaces like Civic Center Park require a caretaker who is connected to the people who use the park, who advocates for improvements & who transforms the space to meet the needs of anyone who gathers there today & long into the future.

In 2023, the Conservancy enters a critical and exciting transition point for the organization, highlighted by:

- Deepened and expanded relationship with the City and County of Denver.
- Roll out of a new Park Utilization Framework centered on community partnerships.
- Launch of a capital campaign and involvement in City-led capital improvements.

With a strong board and significant new revenue streams to fund additional impact, the next several years will mark a significant chapter for both the Conservancy and Civic Center Park. We are seeking core members of our team as we go through this period of growth.