



EVENT SUCCESS COORDINATOR

REPORTS TO: DIRECTOR OF COMMUNITY PARTNERSHIPS + ACTIVATION

SUPERVISES: SEASONAL CONTRACTORS AND INTERNS

TERMS: 40 HOURS PER WEEK, EXEMPT, FULL-TIME WITH BENEFITS; POSSIBILITY OF LIMITED HYBRID SCHEDULE AFTER THREE MONTHS

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 corporate, governmental, and community stakeholders.

WHO YOU ARE

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

SUMMARY

The Event Success Coordinator reports to the Director of Community Partnerships + Activations and directly supports, and in some cases leads, the operational and logistical implementation of programming in Denver's Civic Center, produced either by community partners or Civic Center Conservancy. Activations range in scale and scope, from small theater productions to large-scale festivals, and occur in the Civic Center Park ("Park") and the McNichols Civic Center Building ("McNichols") throughout the entire year. This role helps ensure the success of these events, including setting up the structures, processes, and workflows to ensure the City and County of Denver's ("City") rules/regulations are followed, and communication with City departments takes place, as needed. The Event Success Coordinator leads the operational implementation of the Conservancy's portfolio of activations, including Civic Center EATS, Civic Center Stargaze, and others to be developed.

As part of implementing 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.

Ideal 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

EVENT PLANNING & EXECUTION

- Lead operations of the Conservancy's activation portfolio, including Civic Center EATS, Holiday Lights, and additional to-be-determined activations, which include:
 - Developing comprehensive logistical and operational plans for Conservancy-produced events and then executing those plans
 - Selecting and coordinating vendors to secure necessary resources and services
 - Managing vendor applications, resource acquisition and maintenance, event registrations, and event communications to all stakeholders
 - Overseeing on-site event setup, execution, and breakdown, ensuring a seamless experience for internal and external stakeholders, including vendors and attendees
 - Acting as the primary point of contact for all event-related inquiries and troubleshooting
 - Leading post-event operational evaluations, gathering feedback from stakeholders, analyzing the data, highlighting key insights and recommendations for future events, identifying areas for improvement, and proposing solutions to ensure future event success.
- Support and steward Community Partners with the planning and execution of their activations, including:
 - Sharing best practices and thought-partnership on creating activations in Civic Center
 - Providing guidance through the City's policies, procedures, rules, and regulations that oversee the activation of Civic Center assets
 - Ensuring day-of-event operations follow submitted plans and other permit requirements and regulations.
- Maintain and foster relationships with City departments and staff, including but not limited to the Office of Special Events, DPR Permitting and Operations, and Denver Arts & Venues.
- Maintain and foster relationships with activation partners, community partners, and vendors.
- Other relevant duties, as assigned.

PROJECT COORDINATION

- Lead coordination of timelines, resource allocation, permitting requirements, task distribution, and communication for activations in Civic Center, including:
 - Tracking event deadlines for all City permitting and contractual requirements for activations in the Park and McNichols
 - Communicating deadlines and task assignments to relevant internal stakeholders and community partners
 - Providing Community Partners with templates and example documents for required submissions to the City
 - Review, advise, and revise all event plans and documents to ensure City requirements are met
 - Submit required documents and files to City agencies by their respective deadlines.
- Develop and implement tools to enhance event planning and support for Community Partners, vendors, and other stakeholders for activations.

SUPERVISION

- Supervise interns, vendors, and contractors that are engaged to support Conservancy-produced activations, including:
 - Providing detailed roles and responsibilities that ensure event success and clear expectations
 - Providing oversight, constructive feedback, and praise for supervisees
 - Handling administrative tasks related to the supervision, including completing timesheets, communicating schedules, and more.

QUALIFICATIONS AND COMPETENCIES

- Minimum of 4 years of event logistics and operations experience required.
- Deep knowledge of, or a willingness to learn, City and County of Denver policies, procedures, rules, and regulations that oversee the activation of Civic Center assets.
- Excellent project and event management, organizational, interpersonal communication, collaboration, relationship building, multi-tasking skills, and the ability to anticipate and take initiative to predict and solve problems.
- Experience with producing or being involved in the production of events outdoors, especially in park setting, and understanding the constraints and challenges of those locations.
- Demonstrated ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, races, and other identities in order to create an inclusive, equitable, and welcoming environment.
- 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.
- Requires willingness to work irregular hours in advance of and during events.

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 Flexible 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. Remote work capability will not begin until after at least three months in the role.

Application Deadline: March 15, 2024. 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 ensure those who visit the park connect with the 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, advocates for improvements & transforms the space to meet the needs of anyone who gathers there today & long into the future.

In 2024, the Conservancy continues a critical and exciting transition point for the organization, highlighted by:

- Deepened and expanded relationship with the City and County of Denver.
- 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 and transformation.