

Events Coordinator (North Market Bridge Park)

Summary

The Events Coordinator provides event support, coordination, and strategy for North Market Bridge Park (NMBP), a public market continuing the North Market tradition of delivering best-in-class food and service. The Events Coordinator assists in the development and execution of NMBP events and annual programming. This role is under the supervision of the General Manager of NMBP and also receives mentorship from the Director of Events and Programming at Crawford Hoying. The ideal candidate will have excellent time management and organizational skills and be a creative problem solver and exceptional communicator.

Job Responsibilities (responsibilities may include but are not limited to the following)

- Lead and oversee the following events, while serving as the onsite contact, support, and coordinator for the event and its vendors:
 - Night Markets
 - Indoor Holiday Markets
 - Pop-up Programming
 - Outdoor and Community-Focused Events
 - Public and Private Events
- Develop, lead, and oversee weekend and weekday activities to generate customer traffic
- Work alongside Crawford Hoying, Bridge Park, and the City of Dublin for outdoor and community focused events
- Provide support and onsite coordination for ongoing merchant events and programming
- Work with the Crawford Hoying Marketing team on the annual event calendar, identifying gaps, redundancies, and more
- Work with the Crawford Hoying Marketing team to submit event permit applications and grant applications; attend permit meetings and local stakeholder meetings, as needed
- Attend all commercial tenant meetings on behalf of NMBP; get involved, be approachable, and cultivate relationships
- Work with Property Management teams on walkthrough planning, staffing needs, volunteers, budgets, and debriefs
- Provide support for annual fundraising events and activities
- Understand and utilize NMBP's online event platform, Manage My Market
- Generate event rental leads and logistics for public, private, and NMBP events
- Effectively communicate events, activities, and programming to North Market merchants and staff, the North Market team, and the Crawford Hoying Marketing team
- Submit event design needs (materials, signage, ads, newsletter, brochures, etc.) to the Crawford Hoying Marketing team in a timely manner
- Ensure that the Bridge Park website and event calendar is up-to-date with current events and programming, both NMBP and merchant events, with review by the Crawford Hoying Marketing team
- Manage ongoing coordination and promotion meetings with Crawford Hoying, Bridge Park, and the North Market team
- Perform boots-on-the-ground operations, logistics, and more
- Perform other duties as assigned

Performance Objectives (objectives may include but are not limited to the following)

- The 7 Core Values that Crawford Hoying has established to maintain its desired culture
- Communication response time and professionalism

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- Ownership and accountability
- Face-forward interaction and engagement with other departments, the public, clients, and partners
- Willingness to take on projects and learn a variety of concepts, practices, and procedures

Preferred Knowledge, Skills, Education and Experience

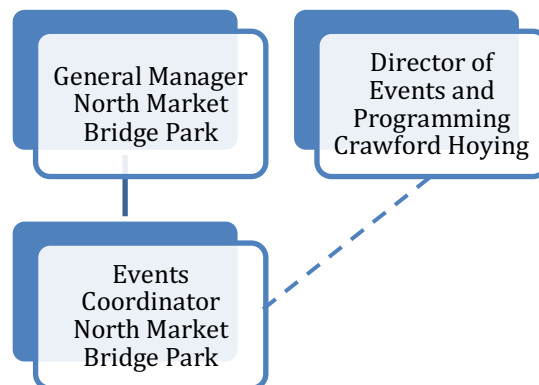
- 1-3 years of experience in event planning
- 1-2 years of experience leading teams, including volunteers
- Ability to thrive in a fast-paced, ever-changing environment
- Strong analytical, organizational, problem-solving, and multitasking skills
- Availability to work a flexible schedule, including nights and weekends, as needed
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office products, including Excel, Word, and PowerPoint
- Bachelor's degree in marketing or a related field
- Valid driver's license and reliable transportation

Work Environment

The Events Coordinator works onsite at North Market Bridge Park and regularly interfaces with external and internal customers, tenants, and vendors. This is a part-time position. Evening and weekend hours are required.

Reporting Structure

The Events Coordinator reports to the General Manager of the North Market at Bridge Park and at times takes direction from the Director of Events and Programming, who is on the Crawford Hoying Marketing team.



Physical Requirements

The candidate's physical condition must be sufficient for the consistent and successful completion of the responsibilities defined for this position and for conformance with all professional standards defined for this position. This position frequently requires standing, walking, sitting, and reaching with hands and arms. It may require lifting up to twenty-five pounds. This employee must be able to drive during the course of work.