

Events Specialist

Summary

The Events Specialist assists in the planning and execution of events and programming across the Crawford Hoying portfolio. Responsibilities will be vast in nature, ranging from large-scale event support in Bridge Park and Water Street District, to smaller-scale activations at North Market Bridge Park and community resident events. The ideal candidate will be highly professional, with excellent communication, time management, organizational, and problem-solving skills. Evening and weekend work is required.

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

North Market Bridge Park Events - *requires some evening and weekend hours*

- Lead and oversee events at North Market Bridge Park, including but not limited to:
 - Seasonal night markets
 - Indoor holiday markets
 - Pop-up vendor programming
 - Outdoor and community-focused events
 - Public and private events

The Dublin Market at Bridge Park – *Saturdays from early May through late September*

- Support the Senior Events Specialist in the full cycle of The Dublin Market at Bridge Park season, including pre-planning, season wrap-up, and the following:
 - Market set-up and tear-down
 - Invoicing vendors for booth space
 - Determining vendor placement
 - Paying musicians
 - Other duties as assigned
- Provide backup support to the Senior Events Specialist for day-of management of The Dublin Market

Corporate, District, and Property Events and Programming – *requires some evening and weekend hours*

- Work with onsite property management teams, municipalities, and key partners to assist in the planning, coordination, and execution of district events and resident programming
- Support operations teams with walkthrough planning, staffing needs, budgets, trash, loading/unloading, power access availability, street closures, traffic impacts, wayfinding, and debrief meetings
- Submit event permit applications and grant applications; attend permit meetings and local stakeholder meetings as needed
- Update the Bridge Park and Water Street District websites and community calendars to include all upcoming events and programming
- Perform boots-on-the-ground operations, logistics, and more

General

- Respond to and collaborate with peers in a timely and supportive manner
- Effectively prepare for and lead meetings (create agendas, provide materials, create a collaborative discussion environment, assign and follow up on tasks)
- Identify opportunities for process improvement and best practices
- Support team members with marketing department initiatives
- Perform other duties as assigned

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6640 Riverside Drive, Suite 500 | Dublin, OH 43017 | tel 614.335.2020

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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
- 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

- 2-3 years of experience in event planning and working with multiple teams
- 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

Bonus Skills

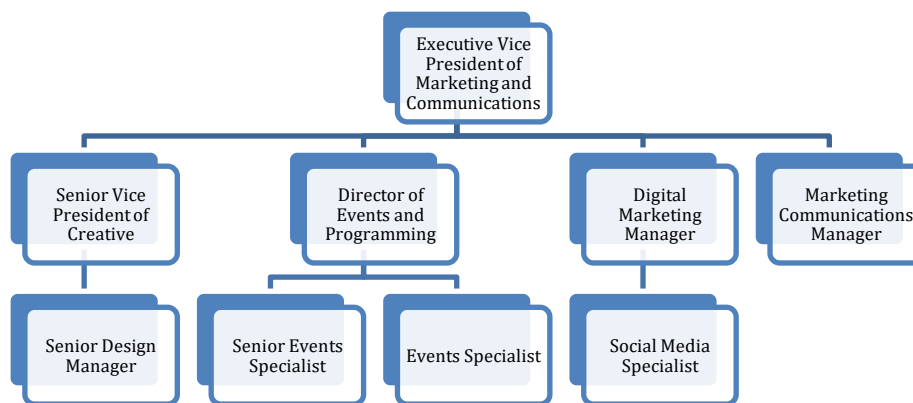
- Experience with Canva, WordPress, Squarespace, Mailchimp, and Placer AI

Work Environment

The Events Specialist works at the corporate office and regularly interfaces with external and internal customers, tenants, and vendors. Core office hours are 8:00am to 5:00pm, Monday through Friday. Evening and weekend hours are required during events.

Reporting Structure

The Events Specialist reports to the Director of Events and Programming. The Senior Events Specialist will provide guidance to the Events Specialist in the planning, coordination, and execution of events and programming.



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.

**If you are interested in applying for this position,
please email your resume to hr@crawfordhoying.com.**

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