



## Events & Night Market Coordinator

Job Posting Verbiage – February 2023

Scissortail Park's Events & Night Market Coordinator work with the Events team to create, implement, and execute a wide variety of free and fee-based public event programs at its 70-acre site in downtown Oklahoma City. Event Coordinators provide clerical and administrative support and must be able to work flexible hours, including evenings and weekends. The Events Coordinators serve as ambassadors at large for Scissortail Park Foundation and must always demonstrate professional excellence and perform to the Park's standards of quality. This role is a full time position consisting of 40 hours per week, and is eligible for overtime when applicable.

### Essential Duties and Responsibilities

- Curate unique and engaging special events that meet department revenue goals for the Park, including but not limited to markets, holiday events, themed events, wellness events, and special programming at the rink and boathouse.
- Secure and coordinate all appropriate permits, licensing and other required local municipal approvals prior to event occurrence; manage material and signage needed for event presentation.
- Create and adhere to project timelines for special events and programs; monitor progress of event and program registration, sales, and revenue goals; work with the Director of Events to adjust plans and strategy as necessary to meet the Park's mission and goals.
- Serve as the main point of contact and develop relationships with local vendors including, but not limited to, food/alcohol vendors, local businesses, and community organizations.
- Manage the vendor booking system, coordinate vendor scheduling, and oversee vendor budget and revenue.
- Assist with on-site event set-up, production, tear down, and follow up processes for events as necessary.
- Collaborate cross-functionally between departments, vendors, and staff members.
- Communicate with marketing team to create effective advertisements for each event.

### Preferred Experience and Skills

- High School diploma or equivalent required. Bachelor's degree in Communications, Hospitality Management, Public Relations, or Entertainment Business is preferred.
- Ability to organize, execute, and assess events and programs.
- Prefer 2+ years of experience in events and programming.

Must be able to work both indoors and outdoors. Some locations visited during executing job duties may not be wheelchair accessible; some time may be spent outside. Must be available nights and/or weekends during busy event seasons.

This full time, non-exempt position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b), paid time off, and paid holidays.

To apply, please send resume and salary requirements to: [careers@scissortailpark.org](mailto:careers@scissortailpark.org)

Scissortail Park Foundation does not discriminate against any employee or job applicant because of race, color, religion, national origin, sex, physical or mental disability, or age.