

Downtown Helena Partnership, LLC

Position Description

Job Title:	Events & Maintenance Coordinator
Reports to:	Executive Director
Hours:	Part-time with some evening and weekend work required – longer hours in the summer; office hours every Friday 8-5
Salary:	\$16.50 hr.
Benefits:	Health Insurance paid, retirement, parking, earned PTO

Function: This position shall be responsible for the execution and planning of events. This includes staffing for events, volunteer recruitment, maintenance of event equipment, and storage/event inventory. This position will be responsible for maintaining Downtown Streetscape and Beautification.

Duties and Responsibilities:

- Coordinate and oversee development, planning, and implementation of events:
 - Alive @ Five (Summer)
 - Parade of Lights (November)
 - Art Walk (Spring & Fall)
 - Kids Fall Fest (October)
 - Trick or Treat (Halloween)
 - Small Business Saturday (November)
 - Breakfast with Santa (December)
 - Roll and Stroll (May)
- Coordinate and work with customer service coordinator on equipment rentals
- Coordinate and work with marketing and membership coordinator on website and brochures for trolley and equipment rental
- Assist with selling Downtown Gift Cards
- Other Duties as needed

Required Qualifications (knowledge, skills and abilities)

- Positive attitude and community service orientation
- Excellent oral and written communication skills
- Must be willing to work outside, climb ladders, work with paint, tend to flora
- Proven ability to work independently and with teams and supervise event staff
- Ability to prioritize and meet multiple deadlines
- Attention to detail
- Excellent interpersonal skills used to establish and maintain effective working relationships with a variety of individuals
- Applicant must possess a desire and motivation to learn and be intricately involved in the Helena community
- Flora knowledge preferred
- Bachelor's Degree or equivalent experience preferred

To apply, please submit a CV, cover letter, and respond to the required qualifications listed in this job description. For questions, contact Micky Zurcher at 447-1535 or mzurcher@helenabid.com. Interviews will begin around July 25, 2018. You can send your application materials to the email address listed above or to the physical address at HBID, Micky Zurcher, 318 Fuller Ave, Helena, MT 59601.