

Town of Tiverton, Rhode Island

Community Events Coordinator for Recreation & Beaches Commission

The Town of Tiverton, RI, is accepting applications for the seasonal position of Community Events Coordinator for Tiverton's Recreation & Beaches Commission. Please see Job Description.

Salary for the position is \$800 per month.

Forward resume electronically to adminassist@tiverton.ri.gov.

Application deadline is OPEN until position is filled.

The Town of Tiverton is an equal opportunity employer.

TOWN OF TIVERTON, R.I. JOB DESCRIPTION

POSITION: Community Events Coordinator
REPORTS TO: Recreation & Beaches Commission
COMPENSATION: \$800/month
TYPE OF EMPLOYMENT: Seasonal

POSITION SUMMARY

The Events Coordinator will oversee the planning, implementation, creation, and promotion of Community events for the Town of Tiverton. This position requires the candidate to take a hands-on approach to getting the job done. A highly motivated candidate will take the position and make it their own.

POSITION FUNCTIONS

Community events begin with hands-on leadership and intricate involvement in every step of the process of planning, development and implementation. This position will require someone with exceptional organizational skills, innovative ideas, the ability to think on one's feet both creatively and critically, and someone who is personable and possesses superb communication skills.

This position will plan, implement, and promote activities for all events that occur under the umbrella "Tiverton Celebrates" as well as other events as directed by the Tiverton Recreation & Beaches Commission. This function extends to activities occurring during events.

POSITION DUTIES

The Tiverton Recreation Commission facilitates a number of events under the banner of "Tiverton Celebrates." The following duties apply to, but are not limited to, those events.

Event Planning:

- Collaborate with various municipal departments and community stakeholders to identify event opportunities.
- Develop event concepts, themes, and objectives in alignment with the Tiverton Recreation Commission's goals.
- Create detailed event plans, timelines, and budgets or utilize provided documentation effectively.
- Coordinate with Police and Fire Departments on public safety related protocols and procedures.

Logistics Management:

- Coordinate all logistical aspects of events, including venue selection, permits, equipment rentals, and vendor contracts.
- Ensure all necessary supplies and materials are procured and available for each event.

Promotion and Marketing:

- Develop marketing strategies to promote events and maximize attendance.
- Create promotional materials, including flyers, posters, and social media content.
- Collaborate with local media and influencers to increase event visibility.

Volunteer Coordination:

- Recruit, train, and manage volunteers to assist with event setup, operation, and cleanup.
- Maintain a database of reliable volunteers for future events.
- Coordinate with Tiverton School department on student volunteer opportunities.

Event Execution:

- Oversee the setup, operation, and breakdown of events.
- Ensure all safety protocols and permits are in place and followed during events.
- Coordinate with Department of Public Works.
- Address any issues or emergencies that may arise during events.

Budget Management:

- Monitor event budgets to ensure expenses are within approved limits.
- Track income and expenses, prepare financial reports, and make recommendations for cost savings.

Post-Event Evaluation:

- Conduct post-event evaluations to assess the success of each event and gather feedback from attendees and stakeholders.
- Use evaluation results to improve future events.

Communication:

- Attend Recreation and Beaches Commission meetings during the term of employment and providing a monthly written report in accordance with guidelines established by the Commission.
- Inform Tiverton Recreation Commission liaison of concerns and issues as they arise.

QUALIFICATIONS

- Bachelor's degree in Event Management, Hospitality, Public Administration, or a related field (preferred).
- Proven experience in event planning and coordination.
- Excellent organizational and time management skills.
- Strong communication and interpersonal abilities.
- Proficiency in Microsoft Office and event management software.
- Knowledge of local community and resources is a plus.
- Ability to work flexible hours, including evenings and weekends.
- Have, or be willing to obtain, a valid BCI check
- Have access to a personal vehicle on a daily basis and hold a valid driver's license;