



A locally-funded nonprofit organization created to foster an economically vibrant Downtown Vacaville

313 Parker Street, Vacaville, CA 95688
707-451-2100 www.DowntownVacaville.com

SPECIAL EVENTS ASSISTANT

Full-Time Position

The Downtown Vacaville Business Improvement District is seeking a Special Events Assistant to provide general office support to Downtown Vacaville's Executive Director and help manage a growing event portfolio which draws 100,000+ attendees to downtown Vacaville annually. The Events Assistant will play a key role in positioning and promoting Downtown Vacaville as an exciting, unique and vibrant place to live, work, shop and visit through a variety of community-building events and marketing programs.

Job duties include, but are not limited to:

SPECIAL EVENTS SUPPORT: Manage successful events from earliest stages through implementation:

- Prepare event timeline, site plan, obtain required permits from City, County, State.
- Schedule vendors, equipment and resources (Stages, Bands, Crafts, Food, Security, Merch, etc.)
- Develop marketing and promotional plan for each event (Press releases, press events, graphics, posters, postcards, print and radio spots, social media posts, videos, direct mail, cross-promotions, websites and e-marketing) and develop on-site printed materials (Programs, signage, maps, etc.).
- Track ticket sales, guest lists, document event attendance.
- Maintain current budget reports and ensure budget conformance.
- Maintain contact directories: Volunteers, Craft Vendors, Entertainers, Sponsors.
- Nurture corporate sponsors, committee members and volunteers.
- Seek underwriting, media sponsorships, in-kind donations, and auction items.
- Staff committee meetings as needed, (preparing agendas, scheduling, taking notes and managing committee correspondence).
- Event set-up, on-site supervision of volunteers, vendors, sales & deposits, event break-down.
- Prepare post-event summaries for sponsors and Downtown Vacaville Board of Directors.

BID MEMBER-BUSINESS SUPPORT:

- Answer phones, provide admin assistance as needed (mailings, records, filing, office upkeep, etc.)
- Coordinate Downtown Vacaville BID membership meetings, topic/theme development, agendas, venue and sponsor coordination, correspondence with speakers, decoration, etc.
- Provide administrative and Meeting Support for the Board of Directors and Committees
- Update and Maintain directories: BID Membership, Web Directory, Sponsors, Available Properties
- Accompany ED on Business Walks, BID Member-Business Interface
- Maintain inventory of New Member Packets

Other job duties as occasionally assigned by the Executive Director

PREFERRED QUALIFICATIONS:

- Undergraduate Degree in a related field **or** 4+ years of professional experience in event planning.
- Experience recruiting, training, delegating volunteers.
- Excellent writing and verbal communication skills.
- Extremely organized, efficient, detail-oriented and successful at meeting deadlines
- Proven ability to juggle multiple projects/events at one time
- Team player with a passion for events, community-building, promotions and out-of-the box thinking
- Strong G-Suite and spreadsheet skills, social media savvy. Quickbooks experience a plus.
- **Able to flex hours to work night & weekend meetings/events.**
- Retail/Sales/Marketing/Small Business experience a plus.

SALARY RANGE: \$34,000 - \$37,000 plus health benefits, paid holidays, paid vacation, sick leave and dedicated parking spot. Send one-page letter of interest and resume to **Downtown Vacaville BID**, 313 Parker Street, Vacaville, CA 95688 or info@DowntownVacaville.com.

START DATE: Immediately

THE MISSION OF THE DOWNTOWN VACAVILLE BID is to foster an economically-vibrant Downtown Vacaville. Formed in 1992, the organization has earned much of its notoriety by producing some of Vacaville's most celebrated special events. The Saturday Farmers' Market, annual Wine Stroll, Country & Western Festival, Oktoberfest celebration and Halloween Stroll bring thousands of locals and visitors into the district every year to shop, dine and play. **The DV BID currently represents 420 active member-businesses** across many industries. BID leaders work in close collaboration with city and community stakeholders to advance common goals and concerns like parking allocation, cleanliness, security, streetscape design and economic/retail development.

ANNUAL SIGNATURE DOWNTOWN VACAVILLE EVENTS:

- ★ VACAVILLE COUNTRY & WESTERN FESTIVAL. Main Street & Town Sq. - Fri., May 11, 5-9PM & Sat., May 12, 11am - 6pm
- ★ TOWN SQUARE CONCERT SERIES. Town Square - Fridays: May 18, June 1 & 8, 6-9pm
- ★ CREEKWALK CONCERT SERIES. Andrews Park - Fridays: June 15, 22, 29, July 6, 13, 20, 27, August 3, 10, 25, 6:30 - 9:30pm
- ★ DOWNTOWN ROCKIN' BLUES MUSIC FESTIVAL. Main Street & Town Square - Saturday/Sunday, July 7 & 8, 11am-6pm
- ★ VALENTINES LOVE STROLL, Thursday, Feb 8th, 5-8pm
- ★ ST. PATTY'S LUCKY LADIES STROLL. Thursday, March 15, 5-8pm
- ★ SPRING WINE STROLL. Saturday, April 28, 2-5pm
- ★ HOLLY DAYS CRAFT & GIFT FAIR. Merchant St btwn Mason & Main. - Saturday, November 3, 9am-4pm
- ★ SMALL BUSINESS SATURDAY. Town Sq. - November 24, 11-3pm
- ★ NATIONAL BEER DAY, Town Square - Saturday, April 7
- ★ SALSA, RIB 'N CHILI COOK OFF, Town Square & Main Street - August 4, 11am-6pm
- ★ VACA WINE AND BREW FESTIVAL, Town Square & Main Street - Friday, September 7, 5-9pm
- ★ OKTOBERFEST, Town Square - Saturday, September 22, 11am-6pm
- ★ HALLOWEEN STROLL. Merchant / Main / Parker Streets, Town Square - Wednesday, October 31, 4-6pm
- ★ DOWNTOWN CLEAN UP DAY. Saturday, April 21