



Event Production Coordinator

Position Description

National Cherry Blossom Festival, Inc. is currently seeking an Event Production Coordinator consultant for the 2019 National Cherry Blossom Festival.

Company Description

The National Cherry Blossom Festival, Inc., a 501(c)(3) not-for-profit organization based in Washington, DC, is dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

Responsibilities

EVENT MANAGEMENT & PRODUCTION

Blossom Kite Festival and Petalpalooza:

- Be a central point of communication with Festival staff, vendors, and operations staff
- Execute all production and logistical plans and timelines to include:
 - Programmatic elements
 - Food and beverage
 - Sponsorship activations and benefits fulfillment
 - Event logistics
- Liaise with and fulfill logistical needs of external providers of the programmatic elements, food and beverage and sponsorship activations and benefits fulfillment.
- Manage vendors, supplies and equipment related to production and logistical matters including, but not limited to:
 - Audience Management
 - Communications (ex. Radios)
 - Contingency Planning
 - Courier
 - Décor
 - Fencing
 - Golf Carts
 - Health and Safety (EMS, Fire, etc)
 - Incident Management
 - Operations
 - Parking
 - Power
 - Restrooms
 - Security
 - Signage and Collateral
 - Sound, Lighting and Staging
 - Staffing
 - Stage Management
 - Tents, Tables and Chairs
 - Traffic and Transportation Management
 - Waste Management

EVENT MANAGEMENT & PRODUCTION (cont.)

Blossom Kite Festival, Petalpalooza & Parade:

- Assist in acquiring documentation and approvals related to all required permits and applications (District of Columbia agencies & National Park Service)
- Obtain price quotes, contracts and payments as needed.
- Manage site plans and asset management documents.
- Assist Festival staff in liaising with venue representatives.
- Assist Festival staff in liaising with local community.

- Attend and conduct necessary meetings and site visits.
- Keep the Festival apprised of financial, production and logistical issues.

ON-SITE LOGISTICS & MANAGEMENT

Opening Ceremony, Blossom Kite Festival & Petalpalooza:

- Oversee load-in and load-out.
- Manage vendors, equipment and supplies.
- Monitor and resolve any production and logistical issues that may arise.
- Establish and manage the Operations Center in cooperation with Festival staff and lead volunteers.

POST-EVENT/ DELIVERABLES

Blossom Kite Festival & Petalpalooza:

- Inventory equipment and remaining supplies.
- Assist in returning any supplies to sponsors and/or ensure proper storage of supplies.
- Create a wrap-up report.
- Assist in writing thank you letters.

Term of Project

AT FESTIVAL OFFICE

- Early to mid- February – April 12, 2019 – five days a week except on days when the office is closed or when onsite at Events as listed below
- April 15 – May 3, 2019 – three days per week

ONSITE AT EVENTS

- **Press Conference (supporting operations):**
 - Wednesday, March 6, 2019
- **Opening Ceremony:**
 - Friday, March 22, 2019 – load-in
 - Saturday, March 23, 2019 – Event
- **Blossom Kite Festival:**
 - Friday, March 29, 2019 – load-in
 - Saturday, March 30, 2019 – Event
 - Sunday, March 31, 2019 – rain date
- **Petalpalooza:**
 - Monday, April 1, 2019 – load-in
 - Tuesday, April 2, 2019 – load-in
 - Wednesday, April 3, 2019 – load-in
 - Thursday, April 4, 2019 – load-in
 - Friday, April 5, 2019 – load-in
 - Saturday, April 6, 2019 – Event
 - Sunday, April 7, 2019 – rain date and/or load-out
 - Monday, April 8, 2019 – load-out
- **National Cherry Blossom Festival Parade® (supporting operations):**
 - Saturday, April 13, 2019

Qualifications

- Past experience in event production for large public events in outdoor settings
- Detail oriented and organized with an ability to multi task
- Ability to demonstrate calm, under pressure and manage a variety of people

- Capable of doing physical work (lifting boxes, event set-up etc.)
- Comfortable working in both office and outdoor settings (rain, cold, mud, sun, wind)
- Computer proficiency – Microsoft Office, Photoshop or Illustrator

Application Instructions

Please send a cover letter and resume to Lillian Iversen, National Cherry Blossom Festival Sr. Director of Events & Marketing, at liversen@ncbfdc.org. Applicants will be notified via email if they have been selected for an interview.