



## Event Production Coordinator

### Position Description – Contract Role

**National Cherry Blossom Festival, Inc.** is currently seeking an Event Production Coordinator consultant for the upcoming 2020 National Cherry Blossom Festival. This person will aid the National Cherry Blossom Festival event manager overseeing two events: Blossom Kite Festival and Petalpalooza. Additionally, they will be rolled into a supporting role for day-of duties at events such as, but not limited to, Pink Tie Party, Opening Ceremony, and National Cherry Blossom Festival Parade®.

### 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

- Be a central point of communication with Festival staff, vendors, and operations staff
- Work with Event Manager to curate the programmatic elements
- Develop and 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.)**

- 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**

- 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**

- 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**

- November 1, 2019 – January 3, 2020 – two days per week
- January 6 – April 17, 2020 – five days per week except on days when the office is closed or when onsite at Events as listed below
- April 20 – May 1, 2020 – three days per week

### **ONSITE AT EVENTS**

- **Launch Event (supporting operations):**
  - TBD date - November 2019
- **Sing Into Spring (supporting operations):**
  - Monday, January 27, 2020
- **Press Conference (supporting operations):**
  - TBD date - March 2020
- **Pink Tie Party (supporting operations):**
  - Friday, March 20, 2020
- **Opening Ceremony (supporting operations):**
  - Saturday, March 21, 2020
- **Blossom Kite Festival:**
  - Friday, March 27, 2020 – load-in
  - Saturday, March 28, 2020 – Event
  - Sunday, March 29, 2020 – rain date
- **National Cherry Blossom Festival Parade® (supporting operations):**
  - Saturday, April 4, 2020
- **Petalpalooza:**
  - Thursday, April 9, 2020 – load-in

- Friday, April 10, 2020 – load-in
- Saturday, April 11, 2020 – Event
- Sunday, April 12, 2020 – rain date and/or load-out
- Monday, April 13, 2020 – load-out

## 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 Ashley Depew, National Cherry Blossom Festival's Event Manager, at [adepew@ncbfdc.org](mailto:adepew@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.