

Contractor Position Description: Event Producer / Event Planner

Position title: Event Producer / Event Planner
FLSA status: Independent Contractor / 1099
Department: Engagement
Organization Liaison: Nastasha Everheart, VP of Engagement
Project term: 10-20 hours per week for 12 weeks, plus on-site support at events
Budgeted project rate: \$55 per hour

SUMMARY

The Event Producer is responsible for ensuring everything related to in-person and online/hybrid events is taken care of—from idea conception, marketing and preparations, to day-of logistics and support. Charged with creating experiences and bringing visions to life, the Event Producer is adept at juggling many tasks and focusing on supporting Pacific Council members. Overall, the person in this role ensures that the organization can focus on the content of the event at hand, while the details and production are covered flawlessly. Must be based in the Los Angeles area. Remote work with in-person event needs.

CONTRACTOR DUTIES & RESPONSIBILITIES include the following:

- Act as the point of contact between team, vendors and customers
- Manage vendor relationships
- Coordinate hotel lodging, transportation, and catering as needed
- Organize audiovisual equipment in advance
- Create event processes and checklists for the organization
- Listen attentively to member requests, keeping request records, and planning for implementation and growth
- Draft event marketing copy for website and newsletter
- Attend and monitor activities to ensure client satisfaction
- Perform minor accounting and bookkeeping duties
- Select an appropriate venue suitable for the type of event
- Manage event-related contracts, soliciting bids, and budgeting
- Scout locations; attending site-visits/meetings
- Work closely with operations, marketing, finance, and social media teams
- Comply with legal, insurance, health and safety regulations at all times

Event Oversight:

- Manage all aspects of event planning while meeting strict deadlines and budget demands
- Nurture and build relationships with vendors, venues, sponsors, and other industry contacts to craft and implement creative and logistical aspects of all events
- Proactively identify and solve operational challenges
- Establish standard operating procedures and train staff to execute them

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- Meet goals and objectives (financial, attendance, and otherwise) based on annual, quarterly and monthly event planning

CONTRACTOR REQUIREMENTS & QUALIFICATIONS

- 1-3 years of work experience as an Event Planner or Coordinator or similar role
- Have extensive knowledge of and contacts at venues in Los Angeles
- Experience with negotiating contracts with clients and service providers
- Ability to set goals and develop achievable timelines

PREFERRED CONTRACTOR QUALITIES

- Highly developed self-awareness
- Ability to multitask efficiently and independently
- Outstanding organizational, detail and time management skills
- Ability to stay calm, focused, and move forward under pressure
- Being a motivated self-starter
- Excellent communication and interpersonal skills
- Creative thinking and problem solving
- Selecting the best price for products and services
- Experience working in government or other international affairs setting
- Proficiency with Salesforce, Microsoft Office, Google Drive programs, and Zoom

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While no one person will embody all the qualities enumerated above, the ideal candidate will possess many of those professional abilities, attributes, and experiences. In all our practices, the Pacific Council has stated an intention or policy ([pacificcouncil.org/inclusivity](https://www.pacificcouncil.org/inclusivity)) of seeking out and including people who might otherwise be excluded or non-traditional. Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible.

ADDITIONAL CONTRACT DETAILS

- This contract term is set for 12 weeks at a rate of \$55/hour with the possibility of renewal.
- Contractor must abide by Client's COVID-19 protocols as enumerated below at all times when working in-person on-site at the Council office or on-site at any Council-sanctioned engagement.
- This is a 1099 independent contractor arrangement.

TO APPLY

Email cover letter, resume, and portfolio (optional) to hr@pacificcouncil.org using the subject line "Event Producer". Please do not contact staff members; no phone calls, please.