

Contractor Position Description: Junior Event Producer / Event Coordinator

Position title: Junior Event Producer / Event Coordinator
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: \$35 per hour

SUMMARY

The Junior Event Producer/Event Coordinator is responsible for supporting the organization's event-related activities and ensuring that in-person and online/hybrid events are taken care of, from idea conception, preparations, marketing, to day-of logistics and support.

This position will be a combination of event production, marketing, and copywriting. Graphic design experience through Adobe Suite (provided by the contractor) or Canva (provided by the Pacific Council on International Policy) is ideal, but not required. Must be based in the Los Angeles area. Remote work with in-person event needs.

CONTRACTOR DUTIES & RESPONSIBILITIES include the following:

Event Tasks

- Outreach: research speakers; outreach and follow-up as needed. Collect headshots and biographies from speakers and interlocutors - translate to marketing materials.
- Admin: support with registration tracking; updating database (SalesForce) as it relates to in-person and hybrid/virtual events.
- Production: help with research and securing production vendors as needed such as printers, caterers, AV support. Other assistance coordinating with event-production logistics. Potentially visit in-person for location site-visits.
- Day-of needs: support day-of on-site needs including set-up, break-down, speaker coordination; manage Zoom platform including Zoom rooms and breakout sessions, as needed.

Marketing + Copywriting Tasks

- Newsletter: draft event announcements; write copy and assemble photos as needed. Charged with drafting event reminders via newsletter. Review and proofread newsletters on a weekly basis.
- Website: draft event descriptions; populate website with event information. Ensure event information on the website is current.
- Local marketing: post to event calendars, share with community partners as needed.
- Member experience: Manage shared inboxes and answer questions from members. Ensure that members have the best customer and brand experience possible.
- Marketing: Brainstorm marketing efforts to drive awareness (within both internal membership as well as the general public) to Pacific Council events. Coordinate with designer(s) as needed for print jobs including banners, program booklets, signs, as needed.

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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
- Demonstrate experience in marketing and/or writing

PREFERRED CONTRACTOR QUALITIES

- Deep understanding of Pacific Council
- Strong organizational skills and attention to detail
- Strong writing and communication skills
- Experience in and capacity to work in a fast-paced work environment
- Ability to multi-task and manage various project elements simultaneously
- 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) 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 \$35/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 3 marketing-related writing samples to hr@pacificcouncil.org using the subject line "Junior Event Producer / Event Coordinator". Please do not contact staff members; no phone calls, please.