



Events and Marketing Assistant Position Description

Job Title: Events and Marketing Assistant

Reports To: Executive Director

Job Type: On-site, Hourly, Part-time, 20 hours per week

Location: Piqua, Ohio

Mainstreet Piqua is seeking a part-time hourly employee to assist with the planning, marketing and implementation of the organization's annual schedule of events. The desired candidate should have experience with event coordination, possess excellent writing and communication skills and social media experience. Basic graphic design skills are strongly desired.

Mainstreet Piqua Downtown Events: Planning

- Work with existing committees to secure entertainment, bands, and food vendors needed for each event.
- Attend event committee meetings, take notes and prepare minutes/action items.
- Work with the Executive Director to file special events permits, liquor and food service permits as needed.

Mainstreet Piqua Downtown Events: Implementation This list of events changes annually. Each event has a list of duties and activities unique to that particular event.

- Taste of the Arts
- Piqua Community Farmers Market
- Down a River, Down a Beer
- Rockin' River Duck Drop
- Chocolate Walk
- Harvest Days
- Holiday Horse Parade
- Christmas on the Green
- Downtown Holiday Parade
- Holly Jolly 5k/10

Duties

- Update social media.
- Work with the Executive Director and event committees to create marketing plans for each event including press releases, social media campaigns, posters & flyers, radio/tv appearances, paid advertising etc.
- Work within the event budget and track all expenses for each event.
- Track your own weekly hours.
- Be a direct link to downtown businesses regarding events and downtown promotions.
- Other duties as assigned.

Responsibilities

- Understand requirements for each event.
- Work with staff and volunteers to ensure event success.
- Plan events with attention to financial and time constraints.
- Negotiate with vendors to achieve the most favorable terms.
- Manage all event operations and act quickly to resolve problems.
- Evaluate event's success and submit reports.

Requirements

- Proven experience as event coordinator.
- Proficient in MS Office.
- Proficient in writing press releases.
- Basic graphic design skills.
- Excellent social media skills.
- Well-organized with multi-tasking skills.
- Able to handle stress and remain calm.
- Problem-solving ability.
- Some evening or Saturday availability required.
- Ability to lift and carry 35lbs.

Salary & Benefits

- Compensation is competitive and will be discussed during the interview process.
- Mainstreet Piqua does not offer insurance, retirement benefits or paid time off for part-time employees.

Those interested in the position should submit their letter of interest and resume to staci@mainstreetpiqua.com. This position will remain open until a qualified candidate is found.

Date Posted: August 26, 2024

Mainstreet Piqua, Inc.
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