

## Pittsburgh Downtown Partnership Job Description



**Job Title:** Coordinator of Special Events  
**Department:** Special Events  
**FLSA Status:** Salaried / Exempt

### Position Summary:

The Coordinator of Special Events assists with the execution, oversight and planning of recurring and one-off special events around Downtown Pittsburgh as well as major events such as Light Up Night and Picklesburgh. This entry level position reports directly to the Director of Special Events while working closely with the Vice President of Special Events and Manager of Special Events. In addition, this position will be responsible for coordinating basic support for non-PDP events in Market Square.

### Representative Duties and Responsibilities:

- The Coordinator will assist with the weekly Farmers Market in Market Square including vendor management, sponsor services and entertainment, including on-site management of the event and part-time staff
- The Coordinator is responsible for responding to requests for basic support for non-PDP events in Market Square and coordinating support services including invoicing.
- Manage or support planning and venue operations for recurring special events and activations, such as Yoga in the Square, Lunchtime and Happy Hour concerts, and Saturday Night Market
- Hands-on execution of events including not limited to: setting up/tearing down tents, tables, and chairs, info tent staffing, power distribution, coordinating vendor locations and parking, sound equipment, lights.
- Assist with the coordination of PDP's Kidsplay program throughout the year including programming, partnerships, and on-site management of part-time staff and activations
- Ensure event sponsorship and funder deliverables are met on-site during events.
- Assist as needed with planning and operations for PDP's large-scale events including Picklesburgh and Light Up Night, especially with vendor communications and management
- Assist as needed with logistical, promotional, and entertainment details for the Holiday Season and Market; followed by on-site staffing during event operations
- Support Marketing department by assisting with production of annual events including State of Downtown and Annual Meeting
- Other duties as needed and assigned.

### General Skills and Experience

- Highly motivated, detail- and results-oriented
- Professional customer service or related full-time experience strongly preferred
- Some experience with event execution and working familiarity with basic equipment and logistics preferred
- Able to manage multiple projects and deadlines
- Self-directed but able to work collectively as a team player
- Capable of overseeing a project from start to finish or jumping in mid-stream

(MORE)

**Manager Special Events: General Skills (continued)**

- Willingness to work outdoors in the elements (heat, rain, cold temperatures, etc.)
- Ability to work irregular and long hours as needed, including early mornings, evenings and weekends
- Must be able to professionally represent PDP to the public, municipal authorities, sponsor and corporate contacts
- Able to tactfully enforce rules as needed
- Adept computer skills in Microsoft Office
- Excellent oral and written skills necessary to communicate effectively with all levels of staff and outside constituents
- Resume and professional references required
- High School degree required, some college preferred

Salary Range of \$31,000 to \$36,000, commensurate with experience, along with a comprehensive benefits package. The PDP compensation includes health insurance, Flexible Spending Accounts, 401k, life insurance, short and long-term disability, and a Healthy Ride PGH membership.

**Resumes & Cover Letters for the Coordinator of Special Events** will be considered on a rolling basis until the position is filled and should be submitted to [jdougherty@downtownpittsburgh.com](mailto:jdougherty@downtownpittsburgh.com).