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## EVENT PLANNER

### REPORTS TO:

Director of Finance & Administration

### COMPANY BACKGROUND:

Founded in 1997, the Golden Triangle Business Improvement District (BID) encompasses 43 square downtown blocks and works to enhance the public space from the White House to Dupont Circle and 16th Street, NW to 21st Street, NW. The BID's vision is for a safe, clean, attractive and user-friendly downtown that confirms Washington as the premier business and entertainment destination in the region and contributes to the perception that downtown Washington is a world-class destination.

In addition to its focus of maintaining an environment that is clean, safe and welcoming, the BID regularly initiates capital improvements to create attractive and unique urban spaces throughout the Golden Triangle neighborhood. The BID has taken the lead on developing and implementing permanent public art projects, converting hardscapes to bio-retention areas, improving parks through design, and transforming the Connecticut Avenue streetscape from K Street to Dupont Circle. The numerous public events held by the Golden Triangle BID are a critical part of the BID's strategy to create a sense of place and support an unparalleled experience for workers, residents, and tourists.

The day-to-day management is overseen by a full-time staff headquartered in the center of the BID. The BID is a non-profit 501(c)(6) corporation that elects a Board of Directors to govern its activities and is currently one of eleven Washington-based Business Improvement Districts.

### SUMMARY:

The Event Planner is responsible for the pre-planning, onsite execution, management and post event activities of more than 100 annual public events, **most of them outdoors**. The successful candidate will lead the detailed planning of events to properly align with BID goals, which are identified in the Strategic Plan. The ideal candidate will manage BID events and oversee onsite personnel and seasonal event staff. The ideal candidate will also coordinate with event partners such as entertainment venues, cultural institutions, government agencies and others. Incumbent will spend a majority of time outside during event season.

### PRIMARY DUTIES AND RESPONSIBILITIES:

- Prepare event plans, budgets, schedules, task assignments, and equipment lists. Secure permits and ensure critical deadlines, budgetary guidelines, and quality standards are met.
- Direct the onsite activities of temporary staff, volunteers, photographers and other contractors.
- Develop public event concepts/activities and work with partners such as entertainment venues, cultural institutions, government agencies and others.
- Research venues and catering options, coordinate administrative materials, and acquire equipment and supplies, including audiovisual, security, and catering needs for events. Draft Request for Proposals and Estimates. Negotiate agreements with contractors to ensure the lowest cost and highest quality of services.
- Identify, train, schedule, and oversee part time seasonal workers during event season.

- Analyze event performance and prepare post-event reports for distribution to sponsors, partners, board members, and participants.

**QUALIFICATIONS:**

- Minimum of 3-5 years of event logistics and planning experience.
- Will be expected to work outdoors during community events, including some evenings.
- Detail oriented and highly organized, ability to work well under pressure and manage multiple projects simultaneously.
- Experience hiring and managing seasonal staff or onsite event staff is desired.
- Excellent written and oral communication skills and exhibited confidence when interacting with high-profile constituents.
- Experience in managing contracts and/or outside vendors.

**EDUCATION:**

- Bachelor's Degree required.