

Downtown Ithaca Alliance Job Posting

Position

Assistant Special Events Director

Status

Part-Time, Non-exempt

Pay Range

\$18-\$21 per hour, based on qualifications, plus pro-rated benefits.

Location

171 E State St, inside Center Ithaca on the Ithaca Commons. Work time is divided between indoor computer work, either in office or remote, and outdoor event work.

To Apply

Complete an application through [this form](#). Please, no phone calls to the office.

Closing Date

Candidates for this position will be reviewed on a rolling basis. Position will remain open until filled.

About the Job

The Assistant Special Events Director of the Downtown Ithaca Alliance is charged with supporting the planning and execution of various festivals and special events throughout the year, as well as supporting the Marketing team in seasonal promotions. This is a part-time 30 hour position requiring supervision and oversight of temporary employees, volunteers, and interns. The position requires knowledge of community event planning and management, volunteer and vendor coordination, and industry trends.

The Assistant Special Events Director reports directly to the Special Events Director and helps prepare plans for each event. The Assistant Special Events Director will work with the Special Events Director, the Deputy Director, Marketing team, and the Executive Director on obtaining needed materials for events.

The Assistant Special Events Director is an integral part of the DIA staff team and is expected to be knowledgeable and conversant with all of the programs and activities of the organization. As a team member, the Assistant Special Events Director will provide temporary assistance as required to support other projects, programs, and activities of the organization.

Duties and Responsibilities

The Downtown Ithaca Alliance Assistant Special Events Director is responsible for, but not limited to, supporting the planning, design, production, and execution of Downtown Ithaca Alliance events and promotions throughout the year. The Assistant Special Events Director will

also serve as the point person for technical assistance and equipment rentals as a part of the Tompkins County Festivals Program.

Requirements

- Prior background in event planning
- Capacity to manage large scale public events
- Creative, quick-learning, problem solver
- Enjoys working in a team environment
- Has knowledge of Downtown Ithaca
- Experience working with social media & WordPress to assist with content generation for digital marketing related to special events
- Experience with Google Drive, excel spreadsheets
- Ability to create and manage registration form software
- Commitment to working nights and weekends as live events and activities occur
- Must be able to lift 50 pounds, work on feet for long periods during live events and festivals, able and willing to haul equipment varying from tables to tents to generators

About the Organization

Downtown Ithaca is a business Improvement District(BID). This is a zoned district of Ithaca, New York and spans 12 square blocks of the city. The Downtown Ithaca Alliance(DIA), is a State of New York chartered 501(c)3 not-for-profit organization charged with the revitalization, development, promotion, and management of Downtown Ithaca (IBID).

The Downtown Ithaca Alliance is a comprehensive downtown revitalization & management program engaged in 6 principal areas: **Business Retention & Development, Marketing & Membership Services, Government Relations, Environmental Infrastructure, Special Events, Transportation.**

Each year the Downtown Ithaca Alliance undertakes a number of tasks, activities, and programs designed to advance and support downtown revitalization, management, and promotion. These actions comprise the DIA Annual Work Plan.

For information on the Downtown Ithaca Alliance, visit our website www.downtownithaca.com.

Downtown Ithaca Alliance is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Downtown Ithaca Alliance is also a Living Wage Employer.