

**Friends of Columbia Park is recruiting!**  
**Event Planner for Fall 2019 benefit event/concert**  
(Short-term assignment)

**VOLUNTEER EVENT PLANNER - OVERVIEW**

This is a short-term position to coordinate all aspects of a benefit concert and event scheduled for an afternoon/evening in Fall 2019. There are two additional coordinators (music coordinator and volunteer coordinator) working on event and project planning currently and we need an experienced event planner and/or detail oriented people-person who can quickly pick-up on event planning details including sponsorship management and requests, partnership engagement, logistics planning and management, promotion, volunteer management (working with volunteer coordinator), and day-of/on-site coordination.

**SPECIFIC DUTIES**

**Promotion & Sponsorship**

- Refine sponsorship material as needed
- Manage presenting sponsor relationship
- Solicit at least 3 additional sponsors
- Produce print, web and social media promotional content and materials for the event
- Identify and implement promotion via proper channels

**Planning, coordinating & execution**

- In collaboration with FOCP President and volunteer coordinator layout steps for successful event execution and outline needs for volunteer support during planning/preparation, for promotion and for day-off activities
- In collaboration with FOCP President and music coordinator, develop detailed program for day-of and coordinate all aspects of program utilizing volunteers
- Arrange and manage all facilities, equipment, and logistic details (facilities is already secured)
- Arrange and manage all community/business partner relationships and related logistics for those participating in the event (e.g. tabling, activities, food vendors/providers, etc)
- Collaborate with music coordinator on all aspects of stage, performance, sound, scheduling/run-of-show
- Collaborate and interface with City of Portland to assure alignment with rules, regulations and agreements

**IDEAL CANDIDATE**

The Event Planner will:

- Have a love of Columbia Park and Columbia Pool, align with the FOCP mission, and have a willingness to jump-in and commit to delivering a successful, well-attended event in Fall of 2019.
- Have a track record with planning public, benefit events including events with live music
- Be a self-starter, energetic and uber-organized
- Be willing to take charge in execution of small-to-mid-sized event along a timeline and skillfully delegate tasks/jobs to volunteers

## **COMPENSATION**

FOCP is an all-volunteer organization and highly values the contribution that each of the Board members and volunteers make so that the organization functions well and can serve as stewards of beautiful Columbia Park. For the right candidate, FOCP will consider offering a stipend for this position.

## **APPLY**

To express interest in and apply for this volunteer position email a concise letter of interest (not more than 2 pages in length; 12-point font) to [friendsofcolumbiapark@gmail.com](mailto:friendsofcolumbiapark@gmail.com) outlining why you are interested in serving in this role and describing your qualifications and/or experiences that would make you a successful event planner. Please send letters of interest for priority consideration by 5 p.m. on Friday July 15<sup>th</sup>, 2019. Review of interested parties for this position will commence immediately.

## **ABOUT FRIENDS OF COLUMBIA PARK**

Friends of Columbia Park (FOCP) is a small non-profit (501c3) whose mission is to steward Columbia Park and all of its amenities. FOCP partners with the City of Portland and interested neighbors, institutions, and businesses to support Columbia Park as a thriving part of the North Portland Peninsula. When FOCP was formed in 1992, Portland Parks and Recreation (PP&R), gave FOCP purvey of the Columbia Cottage. The City of Portland owns and maintains Columbia Cottage. FOCP is responsible for the upkeep of the interior of Columbia Cottage and is able to rent the Cottage for private parties and make it available as a public gathering space.

FOCP is preparing to expand membership and launch a special project to Save Columbia Pool working in collaboration with many of the Peninsula's neighborhood associations, businesses, and other institutions. With this expansion, there is a benefit concert/event planned for Fall 2019 and we need an event planner to step-in and coordinate all aspects of the event. The event planner will work closely with the music/band coordinator, the volunteer coordinator, and the President of FOCP to accomplish time-limited work.

Learn more about Friends of Columbia Park and Columbia Cottage at our website: <https://www.focp.org/>