



Position: Events & Activations Coordinator
Salary Range: \$65,000 - \$70,000 (exempt, salaried position) plus benefits
Reports To: The Director of Marketing & Events
Location: In-Person at DSFP's offices in Downtown San Francisco
Deadline: Friday, April 7, at 5 pm (Email resume & cover letter to Careers@downtownsf.org)

This Position Could Be You If:

- You have a passion to see San Francisco succeed want to be a part of its recovery
- You love exploring urban environments and finding hidden gems to share with others
- You enjoy organizing events and activities for a diverse range of audiences
- You see opportunities to create a sense of place in plazas, alleys, streets, storefronts
- Making impactful changes in public spaces brings you joy
- You want to work with a passionate team that believe in bold innovations

Position Summary

Reporting to the Director of Marketing & Events, the [Events & Activations Coordinator](#) will plan, execute, and evaluate the placemaking activations and organizational events in support of DSFP's mission and goals. The Events & Activations Coordinator is a new position within the marketing and events department and will implement special public events, stakeholder events, street activations, pop-ups in vacant spaces, public art curation, and other placemaking activities. The Events & Activations Coordinator will interface with the operations department to ensure cleaning and safety services are deployed in a welcoming manner. This position will build and engage with community partners and vendors to curate inclusive and diverse programming to draw people to downtown San Francisco. Effective hands-on site logistics coordination, community building, and vendor communications are important roles for the position.

Planned Events for 2023 Include

- *Let's Glow SF (December)*, the largest holiday projection arts festival in the U.S.
 - Support all aspects of the planning process, support the project manager with logistics, artist sourcing and selection, Countdown to Glow press conference and VIP party, and other marketing efforts.

- *CREATE! (Summer)*, a new art block party activation being planned that will feature art demonstrations and music in a new public space being developed called The Landing.
 - Curate local art and performance partners, obtain necessary permits, order and coordinate site equipment, seating, lighting, decorations, etc.

- *Drag Me Downtown Pride Celebration (June)*, a new activation being planned and will feature local drag performances at participating bars and hospitality establishments.
 - Conduct outreach to businesses, source and coordinate performances and special offerings.

- *Bastille on Belden (July)*, a French-themed activation to support the restaurants along Belden Place.
 - Curate live music, order and install decorations, and assist with business engagement.

- *Bands on Battery (July through September)*, a summer music lunchtime series on our new public space "Battery Bridge" which contains a 1,900 sq ft ground mural.
 - Curate music 2-3 days per week, be on site to place sound equipment, engage with the safety team to set up tables & chairs and provide a welcoming presence.

- *Annual Meeting & Downtown Achievement Awards (November)*, an evening with cocktails and bites to celebrate the year's accomplishments, provide an engaging speaker, panel, or program, and give out awards to recognize district stakeholders.
 - Book the venue, food & beverages, coordinate tech, and support program development.

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- Others to be determined based on capacity and budget

Position Duties

- Create memorable experiences through placemaking activations for workers, visitors, and residents alike
- Coordinate event logistics and project planning including sourcing equipment and vendors, producing site layouts, assisting with setup, and teardown
- Obtain all necessary permits (food, sound, etc.)
- Set up sound equipment, signage, tables and chairs, decorations, etc.
- Communicate with vendors and maintain relationships with them to implement site needs
- Build community partnerships to curate programming
- Determine and order supplies and equipment needed for production within budget
- Work with artists and cultural institutions to curate murals and rotating sculptures
- Work with property owners and managers to curate retail and art pop-ups in vacant spaces
- Engage with businesses to inspire event participation
- Other special projects and duties as assigned

Position Expectations

- Think strategically, keeping the big picture and broad organizational objectives in mind, while also being detailed oriented
- Demonstrate emotional intelligence and self-awareness, inspire confidence and trust, and welcome feedback
- Comfortable working in a small, highly-collaborative, cross-functional organization where delegation and hands-on participation are needed to support organizational goals
- Ability to exercise initiative to identify and solve problems with drive, flexibility, resourcefulness, and creativity
- Work well under pressure and adapt easily to changing situations and priorities, while exercising good judgment and staying focused on overarching goals
- Interact in an effective, tactful, and professional manner and respond promptly to requests

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- Ability to analyze data and use critical thinking skills for logical reasoning
- Must be able to engage in a range of physical activities, including standing or sitting at a desk and walking (sometimes on uneven surfaces) for an extended period of time

[About the Downtown SF Partnership](#)

The Downtown SF Partnership (DSFP) is leading San Francisco's recovery efforts by reimagining downtown post-lockdown to create a more mixed-use urban environment with hospitality, arts and culture at the forefront driving new economic opportunities. DSFP firmly believes that downtown SF is everyone's neighborhood and should be celebrated as a place to do business, discover, and create memories for workers, visitors, and residents alike. DSFP recently published the Public Realm Action Plan, which provides a roadmap and strategies to do just that. Several pilots have been launched as well, which includes Let's Glow SF. The 10-night projection mapping festival brought 51,000 people downtown and created a \$3M economic impact in December 2022.

Formed in 2020, the Downtown Community Benefit District DBA "Downtown SF Partnership" manages the 43-block area that serves the Financial District and Jackson Square by providing supplemental services to properties and businesses, which include enhanced cleaning and safety services, traffic mitigation, marketing and promotion, and public realm improvements. The Downtown SF Partnership is funded by property assessments (\$4.2M/year) and as a 501c3 non-profit organization can seek donations, sponsorships, and grants.

[Our Mission:](#) We lead the way in building a thriving downtown where business gets done, people feel welcome, come to explore, and make memories.

[Our Values:](#) Collaboration, Entrepreneurialism, Impact, Celebration

[Requirements/Qualifications](#)

- A Bachelor's Degree in marketing, communications, business, urban planning, or a related field
- At least 2 years of experience working in event management, production, or public spaces
- Strong project management and creative skills are needed to make a positive impact

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- Ability to execute deliverables and produce positive outcomes
- High level of understanding of public space activation and management
- Demonstrated experience producing special events with all audience ranges and sizes
- Experience working for a community benefit district/business improvement district, nonprofit, municipal government, property management, or related is a plus
- Familiarity with how to work with city departments and agencies to execute permitting
- Strong implementation and execution skills
- Ability to use qualitative and quantitative data for storytelling and drive decision making
- Ability to work independently
- Advanced skills in Microsoft Office & Google Suites required
- Experience with databases and CRMs
- Excellent interpersonal relationship building and public speaking skills
- Applicants must be eligible to work in the United States

[Position Specifications, Compensation & Benefits](#)

Salary Range: \$65,000 - \$70,000

The Downtown SF Partnership offers a competitive salary commensurate with experience and skills, and a comprehensive benefits package that includes 100% employer paid healthcare, dental and vision plan, 2-weeks PTO, 14 paid holidays, additional PTO week between Christmas and New Year's, up to \$285 monthly pre-tax commuter benefit, 401k plan with a 3% employer match, life insurance policy, and eligibility for employee bonus incentive program. The organization also offers opportunities to attend conferences, workshops, and community networking events.

Hours: While work hours are typically 9:00 a.m. to 5:00 p.m., Monday through Friday, evenings and weekend work may be required for special events and activations. Work shall be conducted at the DSFP's offices.

The position will report to the Director of Marketing & Events but may take direction from executive leadership. There are no direct reports for this position.

[To Apply](#)

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The Downtown SF Partnership is an equal opportunity employer and welcomes candidates with diverse backgrounds and life experiences.

To be considered for this position, you must send a resume AND cover letter to Robbie Silver, Executive Director at careers@downtownsf.org with "Events" in the subject line. Resumes without a cover letter will not be considered.

The deadline to apply is Friday, April 7 at 5 pm.

235 Montgomery, Suite 948, San Francisco, CA 94104 | DowntownSF.org

