



**Capitol Riverfront Business Improvement District (BID)  
Employee Job Description  
March 2020**

**Job Title:** Events Associate

**Reports To:** Parks Events and Marketing Manager

**Job Type:** Part-time, seasonal

**Salary Range:** \$15/hour

**Job Location:** 1100 New Jersey Avenue SE, Suite 1010, Washington, DC 20003

**Work Hours:** 15-20 hours/week with weekend hours required.

**To Apply:** Please submit a cover letter and resume in one PDF file to Grace Aucella, Parks Events and Marketing Manager, via email at [grace@capitolriverfront.org](mailto:grace@capitolriverfront.org) with the subject line “2020 Events Associate” by Friday, March 27, 2020 at 5:00 pm.

To ensure your application is routed properly, you must follow the above instructions. No phone calls, please. Due to the volume of applications we receive, we are unable to respond to queries about application status and will only reach out to candidates we pursue further. References will be required at a later point in the process. Employment offer may be subject to credit and criminal background checks. The Capitol Riverfront BID is an Equal Opportunity Employer.

**Job Description:** The Capitol Riverfront Business Improvement District (BID) seeks a seasonal Events Associate to support the signature summer BID programming that further promotes the Capitol Riverfront neighborhood as a vibrant live, work, and play destination. The Events Associate’s primary focus will be on the weekly coordination and communication for the BID’s debut open-air food market which will be open every Saturday in Canal Park from May 2 – October 31. This is an entry level event coordinator position that reports directly to the Events Manager.

**Responsibilities and Duties:**

The projects and tasks managed by the events associate include but are not limited to the following:

- Create and send weekly load-in packets and market recap reports to Saturday market vendors
- Maintain detailed records for all vendor permit forms and payments
- Manage the weekly schedule from a curated list of vendors for each week’s market
- Be the onsite market manager each week to assist with load-in/out and serve as the point of contact for all vendors and staff
- Ensure health and safety standards are being met by all vendors and attendees of the market
- Act as the liaison between market vendors and the BID

- Provide excellent customer service to all market vendors and attendees
- Manage pop-up events and activities scheduled at the market
- Work with Events Manager to schedule weekly social media content for all signature summer BID programming
- Curate photos and content during each Saturday market
- Provide Events Manager with a weekly summary of Saturday market and social media analytics

**General Qualifications:**

- Candidate should hold or be in the process of earning a Bachelors Degree relevant to event management or marketing and communications. Work experience in event production is a plus.
- Must be willing to work weekends and outdoors during the summer in DC.
- Must be able to lift 50+ pounds.
- Must have experience and proficiency in Facebook, Twitter, and Instagram, as well as social media analytics and scheduling software.
- Must have excellent verbal and written communication skills.
- Candidates for the position must possess good interpersonal, organizational, and execution skills to complete a diverse array of projects in a fast-paced, team-oriented environment.
- Candidate must be friendly, outgoing, and have a positive attitude and an eagerness to learn new tasks.
- Candidate must conduct themselves in a professional demeanor and be a good communicator with strong written and oral communication skills.
- Candidate also must be highly detail-oriented and be able to multi-task and work collaboratively with other members of the team.
- Candidates that are ServSafe Certified is a plus.
- Graphic design, Adobe Illustrator and/or photography experience a plus.

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**About the BID:** The Capitol Riverfront BID is a 501(c)(6) nonprofit organization in Washington, DC that provides place management services to assist in creating a neighborhood that is clean, safe, accessible, unique, friendly, and vibrant. The BID actively collaborates and forms partnerships to achieve the vision for the 500-acre Capitol Riverfront neighborhood, and supports the development of the neighborhood as a new downtown along the Anacostia River in Washington, DC. In support of this mission, the BID provided the following services: clean teams and hospitality ambassadors; economic development and business attraction; transportation analysis and advocacy; marketing, branding, and public relations initiatives; community-building events like concerts, movies, and other signature programming; park maintenance and other public realm improvements; and real estate market research and analysis. More information is available at [www.capitolriverfront.org](http://www.capitolriverfront.org).

**About the Neighborhood:** The Capitol Riverfront neighborhood is home to two professional sports stadiums— Nationals Park and Audi Field, the US DOT headquarters office building, 10 acres of new city parks including the award-winning Yards Park and Canal Park, over 23 million SF of new development, 35,000 employees, and 11,000 residents. At build-out the neighborhood will achieve over 37.5 million SF of new, mixed-use, high density development. Capitol Riverfront is located on Metro’s Green Line and is served by the Navy Yard/Ballpark Metro station.