

# NAPLES CHILDREN & EDUCATION FOUNDATION

## Position Title: Events Associate

Reports To: Director, Events & Communications

Employment Classification: Full Time/At-Will/Non-exempt

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### **Position Description:**

The Events Associate provides direct support to the Director, Events & Communication in the successful execution of all events of NCEF and NWWF. This position directly assists with event logistics and general Festival support. Additional duties as prescribed by the Director, Events & Communications or CEO.

### **EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree (B. A.) from four-year college or university; or three years related experience and/or training; or equivalent combination of education and experience.

### **Responsibilities**

#### **Event Logistics**

Provides assistance to the Director, Events & Communications on Festival-related events including the Vintage Cellar, Grand Crew Party, Auction Day, Wine Down and Sunday Brunch. In addition to the Festival events, the Events Associate is responsible to assist on additional events throughout the year such as: The Volunteer Brunch, Cultivation Events, Tastevin, Grant Awards Ceremony, Kids Cup Golf Tournament, among others. Provides additional assistance on marketing-related efforts. Additionally, this position carries out major assignments as required.

### **Job Duties:**

- Maintains accurate and up-to-date records and files for all event management projects.
- Secures contracts, invoices, and other documentation as needed.
- Develops event specific organizational tools such as production timelines, contact lists, on site deliverables schedules.
- Provides research support and completes tasks required for event execution.
- Attends Festival related meetings as required.
- Creates and updates event action plans as needed.
- Assists with ordering event rentals, assist volunteers with event supply inventorying, greet vendors for deliveries and pickups.
- Works aspects of events as assigned.
- Assists in organizing and coordinating events from concept to completion, ensuring they operate smoothly and efficiently.
- Adheres to established budget parameters.
- Organizes warehouse and maintains inventory of items.

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- Helps maintain NWWF/NCEF website.
- Manages Constant Contact monthly newsletter design and execution.
- Assists with development of promotional videos.
- Assists with printed materials and PR-related activities where needed.
- Performs other duties as assigned by the Director, Events & Communications and/or CEO.

## **Skills and Qualifications:**

- *Administrative:* This candidate should possess knowledge of Microsoft Office and Excel, highly refined organizational skills, professionalism and the ability to maintain professional temperament, strong time management skills, problem solving abilities, strong written and verbal communication. Photoshop, InDesign and Final Cut Pro or iMovie (preferred).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close and distance vision at 20 feet or more and color vision with the ability to identify and distinguish colors.
- Ability to work as part of a team, highly organized, detailed-oriented and able to perform multiple projects simultaneously in a fast-paced environment.
- Ability to work occasional evenings, weekends and holidays as dictated by event and project. (All overtime must be pre-approved by the Director, Events & Communications.)

## **To Apply:**

Submit resume, cover letter and salary requirements to [jobs@napleswinefestival.com](mailto:jobs@napleswinefestival.com).

**Please include "Events Associate" in your subject line**

**No phone calls please.**