



Consultant Position Description

TITLE: Events Coordinator Consultant	REPORTS TO: Marketing & Sales Director
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DEPARTMENT: Marketing CLASSIFICATION: Part-Time Independent Contractor (5-30 hours per week) [Remote]
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Minorities, individuals with disabilities, and veterans are strongly encouraged to apply.

Visit Durango is the official destination management and marketing organization of Durango and La Plata County. Our mission is to promote the Durango brand, create demand in visitation and increase overnight stays in Durango and La Plata County, support a positive visitor experience, and drive economic impact for the benefit of visitors, residents, and local stakeholders. We value building a community and destination that is inclusive, accessible, and welcoming to all.

GENERAL PURPOSE:

Visit Durango is committed to supporting a series of local events in Durango. The Events Coordinator Consultant will work with Visit Durango’s marketing team to develop and manage one (or more) umbrella events. First, in October 2022 will be Spoktoberfest, a month-long series of cycle related events. Second is “Holidaytown,” a month-long series of holiday themed events this December. The Events Coordinator will play an integral role in the creation, development and implementation of these umbrella events.

Scope of Work:

- Serve as community organizer and B2B outreach to develop additional micro and macro events and promotions that can be promoted under the larger umbrella event
- Attend and serve as Visit Durango’s point of contact at the individual events
- Help businesses and organizations in-town conceptualize and execute on different ways to participate, such as:
 - Micro and macro events at venues in the County
 - Business specials and discounts themed for the event
 - On-theme special exhibits
- Work with Visit Durango’s Inclusivity Consultant to ensure that all events meet Visit Durango’s inclusivity standards and practices.
- Meet with Visit Durango Staff weekly to provide event progress briefs.
- Coordinate event logistics
- Provide feedback and event follow ups
- Potentially help with: permitting, fundraising, volunteer coordination, and other duties as assigned

Preferred Qualifications:

- 3+ years in a professional event planning or coordination role
- Expertise and a passion for exciting and fun events
- Excellent communication skills (written, verbal, and presentation)
- Leadership skills -- outspoken, collaborative, positive, and honest
- Ability to respond promptly and reasonably when making decisions, effective at problem-solving

To be considered, send an email statement of interest with your hourly rate and resume to: johnr@durango.org by September 6, 2022

Visit Durango is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, marital status or status as a U.S. Veteran.