**EVENT PLANNER FOR 2020 REBOZO FESTIVAL**

Our non-profit organization is looking for an energetic Event Planner to support the Board of Directors of the Annual Rebozo Festival in preparing and executing our Annual event. This Event Planner will be handling tasks within a 5-month lead time, primarily coordinating with vendors, media, business owners, sales and marketing teams. Our goal is to increase the efficiency of the event and to decrease the workload for our board members. It is our hope that the Event Planner will help get us to a more successful and lucrative event. The Event Planner will be responsible for assisting with the development of our local marketing strategy and planning a successful event. The qualified candidate will also be in charge with the following responsibilities and duties.

**Event Planner Responsibilities and Duties:**

* Report to the Executive Board of Directors
* Attend meetings as needed
* Work with Executive Board to secure logistics; appropriate venue procedures, permits

and licenses

* Keep constant contact with venue personal to assure success of event
* Manage all aspects of the event planning process, including collaboration with vendors,

caterers, rental equipment, stage and sound

* Organize Press Releases and oversee with Media contacts
* Provide feedback and periodic reports to the board
* Collaborate with Webmaster: Website/Social Media
* Ensure that Eventbrite and/or PayPal accounts are available for ticket, table and sponsorships
* Propose ideas to improve provided services and event quality by conducting a post event survey of venue, vendors and attendees, etc.
* Be present and available on day of event

**INTERESTED QUALIFYING CANDIDATES PLEASE EMAIL YOUR RESUMES AS SOON AS POSSIBLE TO INFO@REBOZOFESTIVAL.ORG**

**ONCE YOUR RESUME IS REVIEWED BY THE BOARD, YOU WILL BE CONTACTED TO SCHEDULE AN INTERVIEW**