



Festival and Event Coordinator

Location: Nordic Northwest Office, Portland, Oregon

Hours: Full time non-exempt (40 hours/week), flexible schedule, with frequent evenings and weekends as needed

Supervisor: Executive Director

Nordic Northwest

Founded in 1986, Nordic Northwest is a non-profit corporation focused on the five Nordic nations of Denmark, Finland, Iceland, Norway and Sweden. The mission of Nordic Northwest is to:

- Highlight, honor, educate, communicate, promote and celebrate Nordic culture and traditions, ancestral, modern and contemporary.
- Provide value and serve members by developing and making available and accessible Nordic cultural and educational programming that is rich, authentic and forward looking.

General Statement of Position

This position works in partnership with volunteer committees to plan and implement Nordic Northwest's Nordic Festival events (currently ScanFair, Midsummer and Fastelavn) and its Fundraising events. Provides event assistance to Nordic Northwest's programming events.

Ethical Practices and Responsibilities

- Support the Nordic Northwest mission
- Exemplify the best of Nordic culture and values.
- Abide by state and federal laws.
- Abide by the board's strategic plan and vision.
- Be kindly honest with self and others.

Primary Responsibilities

Festivals

Plan, implement, grow and evaluate Nordic Northwest's Festival and Fundraising Events, currently ScanFair, Midsummer, Nordic Nights and Fastelavn.

Cultivate, recruit and recognize corporate sponsors. Implement sponsor benefits and report back to sponsors.

Build, motivate and serve as a staff liaison to the volunteer committees, in partnership, plans the implementation of festival and fundraising events.

Develop, update and achieve event timelines.

Develop and monitor event budgets.

Process contracts, adhere to contract terms, monitor performance and process payments.

Determines venues and facility needs for events, processes work orders and coordinate with Facilities staff or Site Manager of event layout, set-up/take down and audio/visual/technology needs.

Collaborates with the Communications Coordinator on event marketing strategy and provides information to the Communications Coordinator for content for the website, social media, flyers and other marketing needs.

Programming Event Coordination

Assists with the implements programing events. Oversight of room set-up. Sets guest registration and bar. Interface with performer/instructor, volunteer training and supervision; program introduction/close; and close building.

Set-up events in ticketing software and place post event ticketing information in software.

Provide and troubleshoot basic to intermediate audio/visual technical skills.

Staff rental events in the absence of the rental coordinator.

Other:

Serves as a member of Nordic Northwest's staff team. Participates in the strategic direction and the development and implementation of its annual plan. Participate in staff meetings. Assist other staff members when needed.

Performs other duties as assigned.

Qualifications and Qualities

- Event management skills and experience; including fundraising events.
- Experience working with volunteer committees.
- Sponsorship program experience.
- Proficient in appropriate computer applications and technology; Microsoft Office applications, database management systems, payment processing, etc.
- Passionate interest and knowledge in Nordic heritage and culture.
- Highly organized and comfortable with a fast paced and sometimes stressful working environment in a team centered approach.
- Ability to prioritize tasks and work independently.
- Effective time management and ability to adjust hours to accommodate the needs of the job and organization's priorities. Able to work a flexible schedule.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills with a proven ability to work well with colleagues, other employees, artists, donors and members.
- Willing to accept new responsibilities and challenges.
- Understand strengths and growth needs. Willing to ask for help and/or clarification when necessary.
- Ability to be non-judgmental, with knowledge of intercultural issues.
- Dedication to the importance of volunteerism
- Bachelor's Degree