

Open Position: Events Associate

Reports to: Sr. Director of Programming

Key Areas of Responsibility:

The Events Associate will provide vital support to ensuring the smooth operation of both Wharf produced and client events. The Events Associate will:

- Compile all key event information into a comprehensive overview to be shared with all Wharf stakeholders (operations, marketing, security, management.)
- Work directly with event organizers to gather all information regarding vendors, suppliers, exhibitors, entertainers, and any other event participants to include set up and load in details, collecting of certificates of insurance, determining power needs and flagging any needed permits or activities not in compliance with Wharf guidelines.
- For Wharf produced events, assist in outreach to potential partners and vendors to determine participation.
- Participate in walk-throughs with key event organizers and participants to determine good working event layouts and identify areas for follow up.
- Participate in pre-event debrief meeting with Wharf operations team to review event run of show and layout, flag any areas of support needed.
- Help to create load-in plans for the above and be onsite to ensure smooth load and load out of the event.
- Maintain a presence onsite during the event as a key point of contact for vendors and event participants.
- Participate in post-event debriefs to determine lessons learned and adjustments to operations needed.
- Support private event rentals by being an on-site point of contact for load in and load out as required.
- Interface with the Wharf accounting team to ensure client invoices are sent according to contract deadlines and collections are kept current.

Skills Requirements:

- The ideal candidate will be comfortable interacting with a wide range of people, have strong written and oral communication skills and be willing to adapt quickly to change.
- Minimum of one year's experience working onsite in an office environment or comparable experience.

- Certificate or course of study in planning, project or event management helpful but not required.
- Solid knowledge of Microsoft Office, Google applications required. Working knowledge of Adobe Creative Suite is helpful. Must be familiar with posting on Facebook, Instagram, Twitter and Tik Tok although this is not a primary function of the role.
- Must be able to lift 25 pounds and work in an outdoor environment. Significant walking is required in this position.

Schedule: This position requires weekend and evening hours on a regular basis. Comp days are provided for weekend or holiday days worked when the total work week exceeds five days.

Location: This is an on-site position and requires living within ten miles of the job location.

Compensation: Competitive salary commensurate with experience, 15% bonus opportunity, 401K, healthcare benefits, parking or transportation subsidy, paid time off and paid holidays.

To Apply for this Position:

Please send a cover letter and resume to events@wharfdc.com with Events Associate in the subject line.

About The Wharf:

The Wharf is a remarkable \$3.6 billion, world-class, mixed-use neighborhood that has established Washington, D.C., as a true waterfront city. Located along the Washington Channel of the Potomac River, The Wharf's full, waterfront mile neighborhood delivered in October 2022, five years from its initial opening in 2017. Encompassing 3.5 million square feet of development, The Wharf is home to a wide array of residences, offices, hotels, shops, restaurants, cultural uses, marinas, and public space including waterfront parks, promenades, piers, and docks.

The Wharf provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type.

More information about The Wharf is available at wharfdc.com.