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## Activation Coordinator

### Summary

Under the direction of the Director of Activation, the Activation Coordinator supports the Activation team and the development, planning, and execution of Downtown Columbus, Inc.'s event and activation portfolio. This includes more than 100 free events every year, as well as activations, projects, and collaborations related to improving the patron experience in Downtown Columbus. This position plays a hands-on role in the day-to-day delivery of activations across the Scioto Mile and other Downtown spaces. The Coordinator works closely with vendors, seasonal staff, and community partners to ensure activations are operationally sound, engaging, and safe. Work hours include evenings, weekends, and holidays to support event schedules.

### Duties

- Assist in planning and coordinating logistics for events, activations, and special projects.
- Serve as on-site staff support before, during, and after activations and events, ensuring smooth and safe operations and permit compliance.
- Track Activation team inventory of event equipment, deliver inventory to and from event sites, and set up event equipment.
- Perform administrative tasks related to the Activation team's operations, including tracking expenses, submitting and reviewing permit applications, and event and activation summaries.
- Support communication and coordination with vendors, contractors, and seasonal staff.
- Assist with vendor scheduling, equipment set-up, and troubleshooting during events.
- Assist in the management of the Downtown Innovation Lab, including providing technology support to Lab users.
- Provide feedback to the Director of Activation on event successes and opportunities for improvement.
- Operation of various vehicles, including UTVs and trailers, is required.
- Perform other reasonably related duties as assigned.

### Qualifications

- Bachelor's degree preferred; equivalent career or educational experience considered.

- Minimum 1–2 years of relevant experience in events, hospitality, or customer service.

### **Requirements**

- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work evenings, weekends, and holidays, including in various weather conditions.
- Ability to lift 50 pounds.
- Proficiency with Microsoft Office Suite.
- Valid driver's license.
- Ability to pass pre-employment screenings.

### **Compensation and Benefits**

Starting salary is \$56,000 with a comprehensive benefits package and free parking. This is an exempt position that does not qualify for overtime.

### **Contact Information**

Interested candidates should send a resume and a brief cover letter to [humanresources@downtowncolumbus.com](mailto:humanresources@downtowncolumbus.com)