November 2026 Job Posting

Event Operations Coordinator

The Event Operations Coordinator is responsible for supporting on-site event operations of more than 200 events that span from late April through December at John F. Wolfe Columbus Commons park, located at 160 S. High Street in Downtown Columbus, Ohio. The position is part of the team that ensures quality execution of events and coordinates a part-time staffing team to execute event layouts via set-up and teardown of elements like fencing, portable restrooms, food trucks, tents, and more, all while protecting the site. In addition to seasonal events on-site coordination, this position also assists in maintaining the Columbus Commons grounds and facilities annually. The position includes communication with clients, co-workers, contractors, and public patrons professionally and courteously. Work hours during the event season will extend outside of regularly assigned hours and most weekends to accommodate variable event schedules.

Classification

Full-time, exempt

Supervision

Reports to General Manager

Event Duties

- Executes plans safely and efficiently
- Manages successful deployment of event layouts according to schedule for all park events, ensuring safety for patrons and staff
- Under the direction of the General Manager, supervise, schedule and train seasonal staff for events and other projects
- Direct and assist staff and vendors with set-up and teardown of varied event equipment
- Provide event support to the programming team and external event clients
- Provide feedback to the programming team regarding layouts, timelines, and overall execution
- Support external beverage services, which includes bar set-up and teardown
- Maintain inventory for all events and cleaning
- Ability to document event debriefs for purpose of reconciliation
- Ability to execute all internal venue emergency evacuation protocols
- Interface with partners to create an effective event environment, including security, cleaning and parking teams

Operations Duties

- Operations of various vehicles is required
- Support facility maintenance, including trash removal, cleaning, painting, and coordination with contractors
- Manage the grounds, including assistance with turf, landscaping, gardens, snow/ice removal, and coordination with contractors

Qualifications

- At least two years' experience in one or more of the following areas—landscaping, event production, facility maintenance, or catering
- A minimum of two years of supervisory experience
- Punctuality, effective communication, and a client service mentality are integral to success.
- At least two years of post-secondary education or equivalent training is preferred
- Demonstrate excellent customer service skills
- Displays a knowledge of ADA and Life Safety standards as it pertains to live events
- Sufficient knowledge in Microsoft Office
- Demonstrates an ability to work independently

This job description is not intended to be all inclusive. The employee will also perform other reasonably related duties as assigned by their immediate supervisor and other management as required.

Requirements

- Demonstrate ability to lift up to 70lbs using proper lifting techniques
- Ability to secure certification as a Forklift Operator; certification training provided
- Ability to secure certification as an Aerial Lift Operator; certification training provided
- Ability to secure certification in Crowd Management.
- Ability to work outdoors for long hours in various seasonal weather conditions
- Ability to use hand and power tools as required
- Have a valid driver's license
- Ability to pass pre-employment screenings

Compensation and Benefits

Salary range is $55,000 - $60,000, with a comprehensive benefits package and free parking. This is an exempt position and does not qualify for overtime.

How to Apply

Please email a cover letter and resume, including three references, to humanresources@downtowncolumbus.com with "Event Operations Coordinator" listed in the subject line.

About Downtown Columbus, Inc.

Downtown Columbus, Inc. (DCI) is a private nonprofit organization whose mission is to lead city-changing projects and collaborations that improve the connectivity, livability and inclusivity of the Downtown Columbus experience. Formerly known as the Columbus Downtown Development Corporation (CDDC) and Capitol South, Downtown Columbus, Inc. drives development and progress of the Downtown Columbus Strategic Plan, working collaboratively across sectors toward the vision for Downtown Columbus to become a neighborhood of connected, people-first urban districts that can be enjoyed by all.

About Columbus Commons

Set within the scenic Downtown skyline, Columbus Commons is more than just a six-acre park. It is a gathering space for Central Ohio, a backyard for Downtown residents, and an attraction for people of all ages. With more than 200 events each year, there is something for everyone. Under the direction of Downtown Columbus, Inc., Columbus Commons has developed into an award-winning event venue and public green space.

We are an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.