



DREAM OF DETROIT
A Detroit Revival Engaging American Muslims



2019 Street Fair Event Planner Volunteer Posting

Dream of Detroit is searching for a 2019 Street Fair Event Planner. This is expected to be a volunteer position (which will become compensated if resources permit) that will work with the DREAM steering committee and neighboring organizations to arrange a family-friendly event celebrating the neighborhood's spirit of community, entrepreneurship, arts, and healthy living. The fair will take place August 2019, with planning to begin January 2019. The event planner will have a hand in all aspects of the fair including set-up, activities, entertainment and promotional planning.

Responsibilities

- Coordinate with partnering orgs to decide fair activities, equipment and event agenda.
- Oversee recruitment of fair vendors and logistics to ensure a great experience.
- Coordinate with City of Detroit to ensure fair compliance with legal, health & safety obligations.
- Oversee marketing and public relations to generate interest and advertise street fair.
- Plan and delegate volunteer set up and tear down.
- Adhere to event budget and deadlines.
- Proactively troubleshoot emerging problems on the event day.
- Track performance and improvement opportunities.

Qualifications

- Ability to work independently.
- Ability to work with internal and external team members and partners.
- Previous experience coordinating events.
- Familiarity with project management software to increase efficiency such as Google Docs, Asana or similar tools.
- Ability to work within set budget and deadlines.
- Enthusiasm to organize a fun community event.

If you are interested in interviewing for the Event Planner position or if you would like to join the street fair planning committee send an email to edc@dreamofdetroit.org.

