

## **JOB DESCRIPTION**

### **Kensington Kinetic Sculpture Derby (KKSD) – Event Planner (Part-Time/Temporary/Consultant)**

**Function:** The KKSD Event Planner will work alongside the Economic Development Team, reporting to the Economic Development Director, to manage all event logistics and details, and maintain the spirit of this neighborhood economic development event.

**About the Derby:** Since 2007, the Kensington Kinetic Sculpture Derby (KKSD) has been attracting thousands of visitors to our amazing neighborhood for a day of revelry in all things wacky, creative, artistic and glorious. The KKSD is a design competition and parade of human-powered vehicle floats and art in Kensington, begun as an Economic Development initiative of the New Kensington Community Development Corporation (NKCDC) to complement the East Kensington Neighbors Association's Trenton Ave Arts Festival.

A Kinetic Sculpture is a human-powered vehicle that also has an artistic theme. Think of parade floats on bicycles, or mummers on hand crank-driven pirate ships, or an alien space ship on 2 welded-together bikes. It's zombie Amish folks, it's a bar and bar stools on a bike, it's anything you can dream up. A Kinetic Sculpture Competition is all about fun and ingenuity, making the wackiest, most interesting contraption is the goal – finishing the course or winning is not. Kinetic Sculpture Competitions have been taking place all over the world since 1969 when a California artist named Hobart Brown made some artistic improvements to his son's tricycle.

**Responsibilities:** The KKSD Event Planner will work independently (as a consultant/independent contractor), with guidance and collaboration from the NKCDC economic development staff and with support from an event intern, to manage all event logistics and details of the Derby. Many aspects of the event have how-to guides and/or existing contacts and partners, though we also look for creativity and resourcefulness to continue improving the event.

The following items will be primary responsibilities:

- Managing Event Logistics (permitting, insurance, sourcing vendors, event layout & flow)
- Determining Parade Route & Coordinating Obstacles in collaboration with NKCDC Corridor Managers
- Collaboration with East Kensington & Trenton Ave Arts Fest, implementation of MOU, tracking and adhering to agreed-upon budget detailing shared costs & revenues
- Team Recruitment & Registration
- Facilitating and/or representing the Derby at events and other public speaking opportunities, to engage new audiences
- Coordination of Pre-Derby Workshop Series
- Coordinating Judges
- Recruiting & Managing event volunteers
- Support & Follow up for Marketing & Sponsorships (primarily handled by NKCDC staff)

**Requirements:** The ideal candidate will have:

- A proven track record in event planning, particularly creative/arts-focused/quirky or neighborhood events, and experience with events attracting 10,000+ attendees

- In-depth knowledge of permitting and event planning procedures in Philadelphia
- Experience managing event budgets
- Great at recruiting and managing volunteers
- Creativity & resourcefulness
- Aligned with the spirit and goals of the event (using the arts a driver of local economic development in the Kensington & Fishtown neighborhoods)
- Ability to meet with NKCDC staff in the Fishtown/Kensington neighborhood on a regular basis (once or twice weekly) primarily during normal business hours, and ability to communicate via email/phone/etc. between meetings
- Familiarity with the Kensington & Fishtown neighborhoods preferred; neighborhood resident candidates will receive preference.
- Ability to gracefully navigate relationships with sponsors, partner organizations, board members, event volunteers and others invested in the event's success
- High level of organization, attention to detail and a positive "get-it-done" attitude
- Familiarity with project management software
- Bonus points for experience in fundraising and/or marketing/outreach

**Compensation:** This position is a part-time, temporary (roughly 7 months) independent contractor/consultant position, with a flat fee of \$10,000. Benefits are not included. Candidate must have their own work space and equipment (phone, computer, etc.) and will be responsible for managing their work schedule, in coordination with NKCDC staff. Estimated at roughly 8 hours per week, with fewer hours per week in the early months, and more hours per week in the weeks immediately leading up to the event.

**Timeframe:** October 19, 2015 – June 3, 2015

**Application Process:** Send cover letter, resume and several examples of successful events you were involved with (including a description of your role) by October 5 to Joanna Winchester at [jwinchester@nkcddc.org](mailto:jwinchester@nkcddc.org) (email). All candidate resumes are given due consideration, but we cannot always respond personally due to the high volume of inquiries.

NKCDC is a nonprofit organization dedicated to revitalizing the East Kensington, Fishtown and Port Richmond neighborhoods in Philadelphia. Our mission is to strengthen the physical, social and economic fabric of the community by being a catalyst for sustainable development and community building.