



Short North Alliance Temporary Events and Marketing Contractor Job Description

Overview

The Short North Alliance Events and Marketing Contractor is a temporary 1099 engagement responsible for coordinating events and digital content for the Short North Alliance. The position will work a full-time schedule with an anticipated start date of July 6, 2026 and an anticipated end date of December 18, 2026.

This position is generally a 9am - 5pm hybrid role, with at least 2 days per week to be spent in person. This role requires attendance at 1-3 events on weekends or evenings each month.

This position reports to the Chief Operating Officer of the Short North Alliance.

Roles & Responsibilities

60% of Time: Event Management

- Works with the Chief Operating Officer to manage these key aspects of the planning and implementation of the Short North Alliance's events, including five Gallery Hop events, six Fourth Street Fridays activations, a fall open streets event in October, and the annual Holiday Hop event in December.
 - o event project timeline management
 - o event logistics and site planning
 - o vendor + performer outreach, selection, booking, contracting, and settlement
 - o business partner activation coordination
 - o day-of logistics + execution
 - o sponsor benefits fulfillment
 - o volunteer recruitment + training
 - o payments to vendors + budget reconciliation
 - o support with permit compliance
- Works with the Chief Operating Officer to manage various aspects of logistics and implementation for additional Short North Arts District-serving events and promotions as they arise.
- Attends and supports the Short North Alliance team at all Short North Alliance events and serves as representative of the Short North Alliance in the community.

administrative office

875 N High St. 3rd Floor
Columbus, OH 43215
P 614.299.8050

safety office

1181 Mt. Pleasant Ave
Columbus, OH 43215

www.shorthnorth.org
FB [shorthnorth](#)
IG [@shorthnorthartsdistrict](#)



30% of Time: Marketing Management

- Works with the Director of Marketing + Creative Services to support promotional efforts, community management, content collection + curation, including:
 - o Copywriting for social media, website, emails, and general promotional materials
 - o Community management of owned social media channels
 - o Live coverage of Short North Alliance and other community events
 - o Digital content stewardship of website content, including business profiles, event and job postings, and evolving information about the community and the organization's services.

10% of Time: Administration

- Attends meetings and work sessions.
- Maintains plans and records.
- Other duties as assigned.

Education, Experience, and Qualifications

- A four-year degree from an accredited college or university.
- At least 5 years of full-time equivalent work experience in community management, event planning, and event implementation.
- Past work experience related to outdoor festival management, in particular.
- Proficiency in the following is preferred: Google Suite, Canva, Mailchimp, Wordpress, Meta, and OnePlan.
- Day, evening, weekend, and on-call availability.
- Possesses reliable transportation and a valid Ohio driver's license.

Core Competencies

- Ability to implement the organization's brand voice, brand aesthetic, and artistic direction.
- Highly motivated, organized, detail-oriented self-starter and team player adept at multitasking and working toward deadlines in a fast-paced, collaborative, and always evolving work environment.
- Loves to live in the weeds of the nitty gritty, developing chaos-organizing processes and systems, and managing all matters major and minute.
- Possess exceptional interpersonal communication skills and is comfortable communicating and engaging with an extremely broad mix of constituents (including sponsors; volunteers; business and property owners; and creatives).
- Possesses exceptional interpersonal communication skills and is comfortable communicating and engaging with an extremely broad mix of constituents (including community members;

administrative office

875 N High St. 3rd Floor
Columbus, OH 43215
P 614.299.8050

safety office

1181 Mt. Pleasant Ave
Columbus, OH 43215

www.shorthnorth.org
FB [shorthnorth](#)
IG [@shorthnorthartsdistrict](#)



business and property owners; technical professionals; and artists, designers, and creatives).

- Proven ability to problem solve and work diplomatically.
- Commitment to operate through the organization's values.
- Has a passion for the Short North Arts District community and adjacent neighborhoods.

Compensation

Compensation for this 24 week contract engagement is \$40,000.

Application Instructions

Interested applicants should send a resume, cover letter, and list of 3 references electronically in MS Word or Adobe PDF format to employment@shortnorth.org by **Monday, June 1, 2026 at 11:59 PM** with the Subject: **Short North Alliance Temporary Events and Marketing Contractor Application - Your Name**. No phone calls will be accepted.

Contracted target start date is Monday, July 6, 2026, and the contracted engagement will conclude December 18, 2026.

About the Short North Alliance

The Short North Alliance (SNA) is a 501(c)3 non-profit organization serving business owners, property owners, and residents of the High Street, East 5th Avenue, and North Fourth Street commercial corridors and the Short North Arts District.

Our mission: To nurture the Short North Arts District, High Street, East 5th Avenue, and North Fourth Street commercial corridors as vibrant, creative, and inclusive communities and leading arts destinations.

Our work: The Short North Alliance supports one of most treasured neighborhoods and visitor destinations in Columbus by leading clean and safe programming, presenting some of the most longstanding Short North Arts District events, managing beautification projects, spearheading public art programs, and overseeing marketing, communications, visitor supporting programs, and community advocacy for the over 12 million annual visitors and the 400 businesses and 700 property owners who call the Short North, E Fifth Avenue, N Fourth Street commercial areas home.

Learn more about us at shortnorth.org and fifthandfourth.org.

The Short North Alliance is an equal opportunity employer.

administrative office

875 N High St. 3rd Floor
Columbus, OH 43215
P 614.299.8050

safety office

1181 Mt. Pleasant Ave
Columbus, OH 43215

www.shortnorth.org
FB shortnorth
IG @shortnorthartsdistrict