

POINTE-MARIE

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Position: Events Coordinator

Opportunity:

Pointe-Marie Community Development has an opening for a Marketing and Social Media Coordinator to help position and grow the community of Pointe-Marie here in South Baton Rouge, along Historic River Road at the banks of the Mississippi River. We are looking for an enthusiastic candidate who is driven to create amazing work and tell amazing stories in a collaborative environment. You will have opportunities to collaborate with its founders and development team - as well as with community pillars of Sales, Community Management and its non-profit, The Pointe-Marie Institute, to help tell 'a different real estate story' through its Masterplan, Architecture and Community Events that satisfy those living, working or just visiting Pointe-Marie and have a little fun along the way.

Responsibilities

- Develop and maintain a calendar of events for Pointe-Marie featuring at least 12 events per calendar year
- Ensure a mix of events that are free as well as ticketed and open to the public
- Feature multiple types of events that appeal to all ages
- Develop relationships with vendors to staff events, including but not limited to food trucks, bar, inflatables/kids' activities, craft fair vendors, bands, DJs, sommeliers, wellness vendors, fitness instructors
- Maintain events spreadsheet including all information pertinent to events scheduled by Pointe-Marie, outside reservations, and sponsors
- Involvement with developers to gain and maintain corporate sponsors to help fund event programming
- Budgeting for events programming and creativity to maintain a high level of event programming while remaining cost-conscious
- Curate a merchandise drop for residents 1-2 times annually
- Liaise with POA on a variety of issues
- Manage all incoming event reservation requests (email correspondence, contracts, invoicing, coordination leading up to the event, making sure deposit refunds are sent, answering questions, etc)
- Consult on proposed changes to event rental contract and pricing model
- Manage Square invoicing system including bank transfers
- Outreach to local grant programs for additional funding
- Coordination of one resident event each month
- Regular meetings include in-person weekly marketing meeting and attending a monthly in-person Team Meeting, usually the first week of each month.



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Qualifications

- Experience planning and executing large scale events of all types
- Experience with relationship building and maintenance, negotiation of contracts
- Experience with Microsoft Office (Excel, Outlook), Dropbox, Canva
- Working knowledge of basic accounting and bookkeeping
- Excellent time-management skills with the ability to multitask
- Ability to attend all events at Pointe-Marie

About Us

Pointe-Marie is a 120-acre mixed-use village in Baton Rouge, Louisiana that offers a masterplan of homes, cottages, multi-family residences, hospitality accommodations, shopping, dining, health and wellness, offices, entertainment, along with opportunities for civic gathering - all within a short walk from one another. The village is located within walking distance from L'auberge Casino and Resort and in close proximity to the main campus of Louisiana State University as well as the Baton Rouge Health District.

As a working group, we are focused and driven, yet laid-back and like to laugh. We have strong relationships with our residents, vendors and community partners, who value the work that we do for them and see us as partners. We love Life on Pointe!



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