



Boyne City Main Street is seeking an Event Coordinator for Boyne Thunder, named World's Best Poker Run in 2017. The Event Coordinator will lead one of Northwest Michigan's largest events into the future, and should have a passion for boating and Boyne Thunder. Please email letter of interest, resume, and three references to Kelsie King-Duff at mainstreet@boynecity.com by September 30, 2020.

Boyne Thunder Event Coordinator

THIS AGREEMENT entered into on the ____ day of _____ 2020, between Boyne City Main Street ("BCMS"), and _____ ("Event Coordinator"), for services related to Boyne Thunder, which will be held on July 9 & 10, 2021.

In exchange for the compensation detailed below, Event Coordinator, with oversight from BCMS's Executive Director ("Executive Director") and Board of Directors, agrees to be responsible for the planning, implementation, and volunteer management of BCMS's Boyne Thunder event. Event Coordinator's responsibilities are more specifically stated in the "Scope of Work" section below:

A. Scope of Work:

1. The Event Coordinator will be organized, detail-oriented, a self-starter and flexible overseeing all aspects of the event work plan (attached) and complete tasks if necessary (for example: registration, sponsorship, and merchandise).
2. Work with Executive Director to maintain Event budget.
3. Provide all planning committee members with necessary documents, information and guidance to complete assigned tasks.
4. Facilitate all Event Planning Committee meetings (subject to adjustment):
 - a. One meeting per month September - May
 - b. Two meetings in June
 - c. One meeting in July, the week before the event
 - d. One wrap up meeting in August
5. Work with Executive Director to coordinate event promotion, included but not limited to social media, newspaper, radio, TV, and the Boyne Thunder website.



6. Coordinate logistics with area lodging services (Petoskey Area Visitors Bureau, Boyne Mountain)
7. Coordinate and collect W-9 forms and all contracts.
8. Insure that all contracts are signed and submitted to the Executive Director.
9. Pursue all sponsorship leads.
10. Follow BCMS cash handling policies.
11. Be onsite and available during event entirety.
12. Troubleshoot problems as needed prior to and during the event.
13. Provide periodic updates to the Boyne City Main Street organization committee and board.
14. Follow through on post event activities up until the time of yearly disbursements.
15. Maintain and manage the event's email address and associated files.
16. Understand that all work done for Boyne Thunder is considered contract work and is, therefore, property of Boyne City Main Street. The events email and associated files and any other associated accounts are the property of BCMS and may be accessed at anytime by the Executive Director.

B. Timeline and Compensation:

1. The period of this contract is September 1, 2020 – August 21, 2021. Work hours are flexible with an understanding that the responsibilities outlined above will be met in a timely manner and to the satisfaction of BCMS.
2. The Event Coordinator will be paid a total of seven thousand five hundred dollars (\$7,500.00), without regard to sponsorship dollars raised. Payment shall be made on a monthly basis.

C. Legal Relationship Between the Parties:



1. Boyne Thunder will take place regardless of weather. BCMS and Event Coordinator expressly understand that in the event that sickness, accident, hazardous road conditions or severe weather frustrate this agreement, each shall hold the other harmless for failure to perform his/her respective obligations under this agreement.
2. The Event Coordinator and any assistants are independent of BCMS. As such, the Event Coordinator assumes all responsibility for worker's compensation insurance and any state and federal withholding including Social Security, income tax and unemployment taxes.
3. This Agreement constitutes the entire agreement between the parties and supersedes any prior oral or written agreement or promise. This Agreement may be amended only in writing signed by both parties.
4. This position is an at-will position. EOO.

Signatures below constitute acceptance to the terms and conditions outlined above.

Event Coordinator:

Date: _____

Boyne City Main Street

Date: _____

By: Executive Director