

Explore Livingston Marketing & Events Contractor

Explore Livingston Coalition

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Point of Contact | Executive Director, Kris King

Apply | email CV or resume and cover letter addressing qualifications and relevant experience to info@explorelivingstonmt.com. Questions welcome. Open until filled.

Overview

Explore Livingston seeks part-time contractor to assist with seasonal event planning and execution, and annual marketing and administrative work. Explore Livingston Coalition includes the Downtown Business Improvement District, Tourism Business Improvement District, and Destination Management Organization with a shared mission to promote a sustainable, year-round economy in Livingston through community engagement, events, and strategic destination marketing that preserves quality of life for locals and quality of experience for visitors.

Deliverables

- **Events** | Plan and execute two seasonal community events: Oktoberfest (October) and Light Up Livingston (post-Thanksgiving) including managing timelines, vendor communications, permits, budgets, and event-day logistics. Assist with marketing materials, signage, decor, and post-event reports. Recruit, schedule, and support volunteers before and during events. Provide on-site direction and troubleshooting for volunteers and partners. *Both events are enjoyed by thousands of locals and visitors; the investment enhances our economy in the slow season, builds community connections, and creates lasting memories.*
- **Marketing and Administration** | Update event calendars, mailing lists and website business listings. Assist with digital and print marketing campaigns and posterage, and office tasks as needed. *We have about 400 Livingston area events monthly, over a million annual visitors, and 900,000+ annual web page views.*

Estimated Hours & Timelines

Marketing and administrative work is an estimated average of 6–8 hours per week year-round. Event planning and coordination estimated at an additional 60–100 hours between September–November. The two annual events are Oktoberfest the 3rd Saturday in October and Light Up Livingston the Saturday after Thanksgiving, both from 4–7 pm. Planning timeline is the 6 weeks prior to each event. Some weekend hours are required during event periods. Deliverable work begins September 2025 and runs through May 2026, but may begin earlier. The contract may be extended and refined after that time, based on deliverable metrics and mutual agreement.

Payment Terms

Pay starts at \$30/hour. This is as an independent contractor position and does not include benefits. Higher hourly rate is negotiable depending on experience and performance.

Expectations

- Two+ years of relevant administrative or event experience.
- Strong organizational, communication, and customer service skills.
- Experience with social media, Microsoft Office, and online tools such as Wix and Canva preferred.
- Ability to lift up to 50 lbs and work in outdoor conditions during events.
- Valid Montana driver's license required.

Organization Provisions

- Work can be a combination of in-office, from-home and in the field
- Will provide clear onboarding and regular and constructive check-ins
- Transparent systems for communication, timelines, and deliverables
- Observable and shared standards for success