



America 250-Ohio

250 Buckeye Train & Transportation Celebration Contractor

Overview and Qualifications

America 250-Ohio Background:

In 2026, the United States will celebrate its semiquincentennial, which is the 250th anniversary of the Declaration of Independence. Each state has been encouraged to create a celebration and commemoration of this anniversary to reflect the unique character and contributions of each state to the nation over the past 250 years.

Ohio is fully embracing this opportunity. The Ohio Commission for the Semiquincentennial (aka America 250-Ohio Commission or AM250-OH) was created by the Ohio legislature and launched on March 1, 2022. The charge of the AM250-OH Commission is to "...to plan, encourage, develop, and coordinate the commemoration of the two hundred fiftieth anniversary of the founding of the United States and the impact of Ohioans on the nation's past, present, and future." —Ohio Revised Code (149.309)

- PLAN Ohio's approach to commemorate/celebrate the U.S.'s 250th Anniversary in 2026.
- ENCOURAGE all 88 Counties to get involved and create local plans while joining other efforts in the region, across the state and throughout the nation.
- DEVELOP a public awareness campaign, a collaborative vision, and a strategic approach to the statewide plans.
- COORDINATE collective impact opportunities to partner, expand impact, and share resources.

AM250-OH is a non-profit organization, funded mainly through State of Ohio funds managed by the Ohio History Connection as the Commission's fiscal agent. The Commission has a small staff and is overseen by a state-appointed Commission of 30 members. While not a state agency per se, AM250-OH is adhering to the basic guidelines of State of Ohio procurement, by selecting the Buckeye Train & Transportation Celebration Contractor through an open and competitive process.

The Commission is creating Signature Events to highlight the accomplishments of Ohioans and Ohio across a variety of industries and fields of innovation. One of these events is the Buckeye Train & Transportation Celebration (250 Buckeye Train). This event will be a celebration of Ohio's transportation past, present and future which will be celebrated during AM250-OH's designated transportation month of April 2026. The event will include a memorable and commemorative train ride, like the Freedom Train of 1976, that will travel with WWII reenactors, passengers and special guests from Columbus to Dennison on Day 1, and from Newark to Coshocton to Dennison on Day 2. In addition to the two days of trips coupled with an event that will include a car show of 250 cars to highlight Ohio's automotive achievements and a rare air flyover to highlight Ohio's aviation history.

The team needs an experienced project manager to help execute this exciting Planes, Trains, and Automobiles event scheduled for April 2026. If you are passionate about managing dynamic cultural

events and have a knack for bringing creative visions to life, we encourage you to apply for this exciting opportunity.

Position: America 250-Ohio 250 Buckeye Train Project Manager (PM) Contractor

Hours/Compensation: 20 hours per week/\$20 per hour

Location: Dennison Railroad Depot Museum, 400 Center Street, Dennison, OH

Length of contract: Approximately eighteen (18) months, beginning in November 2024 (with a 30-day notice for change in status by either party).

Payment: Invoice generated by contractor, paid by Ohio History Connection monthly for the previous month's work.

Taxes: The contractor will be responsible for tracking and paying any income tax withholding.

Position Objective:

To oversee the planning, coordination and execution of the 250 Buckeye Train event. Key responsibilities include:

Event Planning and Coordination:

- Plan and manage all aspects of the event including but not limited to preparing and managing planning meetings, preparations for set-up and tear-down, coordination of volunteers, assisting with marketing and fundraising events, and all other activities to prepare and operate this event. Specific coordination and connection will need to be managed between the Air Boss, Train Boss, Car Boss and local Communities.
- Coordinate with event partners including communities of train destinations, the host communities of Dennison and Uhrichsville, the AM250-OH staff and commission, and all other stakeholders, external vendors, artists, sponsors, and partners to ensure seamless execution of events.
- Develop event timelines, task lists, maintain budgets, monitor expenses, and ensure adherence to deadlines and financial parameters.
- Provide regular updates on milestones, timelines, and project status.

Vendor and Partner Management:

- Identify and negotiate with vendors, contractors, and service providers to secure necessary resources for events.
- Maintain relationships with sponsors, donors, and community partners, ensuring their involvement and satisfaction with events.

Logistics and Operations:

- Oversee logistical arrangements such as venue setup, signage, transportation, and guest accommodations.
- Coordinate with museum staff for security, facilities management, and visitor services during events.

Marketing and Promotion:

- Collaborate with the AM250-OH Commission Communications team and the Depot's marketing and communications team to develop promotional materials, invitations, and digital marketing strategies to maximize event attendance and visibility.
- Collaborate with the AM250-OH Commission communications team to utilize social media platforms, newsletters, and other channels to promote events to target audiences.
- Collect important marketing KPIs.

Post-Event Evaluation:

- Conduct post-event evaluations to assess successes and areas for improvement.
- Prepare event reports, including financial summaries and attendee feedback, for Commission and stakeholders.

Attitude, Skills, and Mindset:

The person who will be successful in this role will have the following qualities:

1. Be curious and eager to learn about Ohio history, culture, people, geography, etc.
2. A team player who enjoys working collaboratively and gathering ideas from varied sources.
3. Ability to work independently.
4. Creative problem-solving skills.
5. Detail oriented with excellent organizational skills to ensure that timelines are being met.
6. Flexible and able to pivot as conditions change with a positive attitude.
7. Comfortable with feedback, enjoy improving performance based on experience and data.

Requirements:

1. Bachelor's degree in Event Management, Hospitality, Arts Administration, Project Management or a related field
2. Proven experience in event planning and/or project management, preferably within a cultural institution or museum setting.
3. Strong organizational and multitasking abilities, with meticulous attention to detail.
4. Excellent communication and interpersonal skills, with the ability to work effectively with diverse stakeholders.
5. Proficiency in event management software and tools (e.g., Eventbrite, Cvent, Microsoft Project).
6. Ohio-based location required.
7. Flexibility to work evenings, weekends, and holidays as required by event schedules.

Hours and work schedule requirements:

1. Work will be based onsite at the Dennison Railroad Depot Museum, 400 Center Street, Dennison, OH.
2. Weekly meeting for check-in, planning, and reporting.
3. Flexibility to work evenings, weekends, and holidays as required.
4. Flexible to travel to meetings as necessary.

5. Note that some weeks may require slightly more hours, which will be discussed and agreed upon in advance.

To apply, send a resume and cover letter outlining your experience, interest, and related skills and experience to Quanta Brown, gbrown@ohiohistory.org. Applications will be accepted until November 1, 2024.