



## Job Description

---

**Department: Arts & Culture**

**Status: Nonexempt**

**Job Title: Event Coordinator**

**Reports to: Arts & Culture Events-Booking Coordinator, Supervisor or Director**

**Job description last revised: September 2022**

### **GENERAL DESCRIPTION OF DUTIES:**

Plan, service, and supervise a variety of meetings, events and festivals; anticipate equipment and other needs for individual events; prepare effective reports and correspondence; establish and maintain effective working relationships with facility users, employees and the general public; supervise a setup crew; lift and or move up to 50 pounds, operate computer, telephone, calculator and copier. Must be available to work a varied schedule to include possible extensive evening / night and weekend work. Assists with special projects as required.

### **ORGANIZATIONAL RELATIONSHIPS:**

Formal reporting relationship is to the Arts & Culture Events-Booking Coordinator, Supervisor or Director. May supervise other staff members or volunteers and may coordinate and oversee the work of independent contractors.

### **EXAMPLES OF DUTIES:**

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Directs the work of staff, contract workers and volunteer personnel including ushers, security guards, caterers and decorators, and functionally supervises all event support staff including setup crews;

Provides tours of the facilities;

Explains policies and procedures for use of facility to clients and the general public;

Advises clients and the public on setup options and types of materials needed to achieve desired results;

Resolves problems or complaints from clients or the public in accordance with established policies and procedures;

Inputs, retrieves, and updates event setup information and produces event reports through a computerized event management system;

Finalizes lessee requirements including table arrangements and number and nature of support personnel needed, such as ushers, bar staff, security guards, caterers, and decorators;

Ensures that setup of chairs, tables, stages, decorations or other equipment is in accordance with event requirements and with safety standards and fire and health codes;

Coordinates front of house for the theater;

Makes or arranges for last minute adjustments in room or equipment setup at the request of lessee;

Opens and secures facilities before and after events;

Captures event information including attendance, type and time of event;

Performs duties associated with final settlement of events, such as tabulating charges and working with the Event and Booking coordinator to create final invoices;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively as part of a team to provide quality seamless customer service.

Coordinate set up, and management for scheduled events;

Control the lights and sound of events, such as live meetings or presentations, before and after performances, and during intermissions if tech staff is not present;

Develop and maintain effective relationships with service contractors and other suppliers of event services;

Develop plans to anticipate issues of traffic flow and crowd control and take necessary steps to ensure the safety of all building users and patrons;

Proactively notify supervisors when facility or equipment repairs are needed.

### **EDUCATION AND EXPERIENCE:**

One to two years work experience with at least one in meeting and event production related field, or any combination of education and experience that provides the required knowledge, skills and abilities. Food service experience and knowledge of safe liquor service preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Must be able to work with the public, handle multiple projects simultaneously, and work under deadlines;

Will be expected to be able to manage large crowds;

Schedule, and coordinate food vendors;

Technically minded/knowledge of event production;

Capable of following instructions; must work well with other team members;

Must be comfortable using a personal computer and printer, programs including MS Word & Excel, Adobe Acrobat, WordPress, TripleSeat scheduling software and be able to navigate the web, and operate other office equipment;

### **ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

The majority of this position's duties are performed at the SteamPlant Event Center, Rotary Scout Hut and Riverside Park where events will generally take place. Events may also take place in other parks and at the Touber Building.

Physically labor intensive at times. Must be physically able to operate a variety of equipment and have the visual and physical ability to set-up tables and chairs. Ability to lift up to 50 pounds.