



Department: Arts and Culture **Non-exempt**
Job Title: Special Events & Engagement Coordinator
Reports to: Arts & Culture Director
Date job description last revised: May 2022

GENERAL DESCRIPTION OF DUTIES:

This full-time position serves as the primary point of contact both for Special Event and general park reservations and all City of Salida departments and service agencies impacted by the applications and reservations. Work setting is fast-paced due to multiple demands and a wide variety of activities associated programs and events Position works under the general direction of the Arts & Culture management.

ESSENTIAL JOB FUNCTIONS:

Application and Permit Approval:

- Serves as the point of contact for applicants and staff for event permit applications.
- Ensures applications are complete and contain accurate information.
- Distributes application to event review committee in a manner that highlights relevant department impacts.
- Troubleshoots requests with affected departments prior to permit meeting with applicant.
- Facilitates and schedules meetings to discuss application review with staff and applicant; provides follow-up communication to applicant.
- Plan and Schedule Special Event Liquor Permits to ensure there is enough time for the liquor posting prior to the event.
- Creates permit based on department requests and needs in order to ensure compliance.
- Works with applicant from pre-application through completion of event.
- Coordinate with Event Organizers on Council Meetings and whether they were approved for their event.
- Maintains a basic understanding and familiarity of City ordinances and regulations as they relate to events in order to provide knowledgeable advice to all permit applicants (e.g., noise ordinance, drone regulations). Maintains a working knowledge of city limits and its jurisdictions as it relates to permit requests.
- Creates invoices and collect appropriate deposits and fees. Maintains orderly records for annual audit purposes.

Events Coordination:

- Manages the City events calendar and communicates event schedule to City staff and applicants.
- Attends events as needed to ensure compliance. After the event, provides post-event communication to appropriate City staff.

Park Rentals:

- Monitors Google Calendar/Smart Rec/Triple Seat and email for online reservation requests for park use for special events.
- Serves as the point of contact for phone/email inquiries and bookings of facilities for public use (i.e. rentals that do not require a special event permit).
- Maintains a basic understanding and familiarity of all City parks and their amenities as well as other City venues and facilities to provide knowledgeable customer service.
- Collects appropriate rental fees and makes deposits through POS system.

Special Projects:

- Other duties as assigned. This position calls for flexibility and a willingness to take on responsibilities that may lie outside of this job description.
- Temporary support for other departments is not uncommon.

EDUCATION AND EXPERIENCE:

- High school education or equivalent completed.
- Associate degree or higher with minimum of three to five years' work experience in venue booking and/or event management/sales, or any combination of education and experience that provides the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Detail oriented, highly organized problem solver.
- Must be able to work with the public, manage multiple projects simultaneously, and work under deadlines.
- Technically minded/knowledge of event production a plus.
- Ability to consistently use good judgment, employ creativity and make sound decisions with minimal supervision.
- Proficiency with Microsoft Office Suite, Adobe Acrobat, be able to navigate the web, and operate other office equipment.
- Ability to work extended hours, as needed

ENVIRONMENTAL AND PHYSICAL CONDITIONS:

- This position's duties are performed both in an office and community setting.
- Must be able to work a flexible schedule to include daytime, evening, and weekend hours to accommodate outreach programs and events.
- Visual and physical ability to work on computers for substantial amounts of time.
- Must be able to work independently and meticulously.
- Must be able to lift up to 30 pounds.

NOTE: This position requires a Criminal Background Check upon hire. Employment is contingent upon successful completion of a Criminal Background Check.

Pay/Salary Range \$44,033.60 - \$61,651.20 Annually (Hiring range up to \$61,651.20 Annually) plus benefits, including medical/dental/vision insurance plans, 401(a) and 457 retirement plan options with employer match, Personal Time Off accrual, life insurance, short-term and long-term disability benefits, and a swim benefit at the Salida Hot Springs Aquatic

Center. Those interested in the position may find more information and apply online at www.cityofsalida.com. Deadline for applications is scheduled for 5:00 p.m. on Friday, June 3, 2022. The City of Salida is an Equal Opportunity Employer.