

EVENTS COORDINATOR

PURPOSE AND NATURE OF WORK

The incumbent in this class independently organizes and directs the hospitality and front of house functions of the Heymann Performing Arts and Convention Center under the supervision of the Venue Administrator. The position is responsible for aiding and advising clients in the preparation of the building before events, with hospitality services during events, and moving out after events. The work requires constant contact with the public and working irregular work schedules.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Secures, schedules, and provides onsite supervision for support services and casual personnel such as ushers, concession workers, and security guards. Trains related personnel not employed under third-party contract. Is present before, during, and after events to open facilities, assure readiness including cleanliness and the presence of trained employees and availability of required services. Assures readiness of items such as tables and chairs, stage, proper lighting and other items contracted for use. Enforces fire codes, health, safety and other regulations governing employees working in the building for an event. Manages concession operations which includes maintaining inventory, and calculating and collecting sales tax. Submits required reports on events, services and associated personnel.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of equipment required in presenting public meetings, conventions, exhibits, concerts and other events.

Knowledge of business practices used in managing entertainment and other public events.

Knowledge of stage set-ups, lighting, equipment and seating facilities and of the effective use of floor and exhibit space.

Knowledge of safety requirements in buildings used for public assemblies.

Ability to organize, instruct and direct employees in the performance of varied tasks.

Ability to work long, irregular hours.

Ability to establish and maintain effective relationships with superiors, other employees, clients, and the public.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in Management, Public Relations, Theater, Hospitality Management, or related field and experience in the hospitality industry or managing a public facility; or any equivalent combination of training and experience.