

## **EVENTS COORDINATOR - 141**

### **DEFINITION OF WORK**

Under regular supervision, performs responsible professional work in securing bookings for the City; does related work as required.

### **EXAMPLES OF WORK**

Ensures that the contracted services are set up and maintained; maintains a calendar of events; determines the service needs of convention center events, including ushering personnel, staging, seating, sound, security and custodial service; coordinates with various responsible personnel regarding the provision of needed services and arrangements; maintains surveillance to assure that provided services and arrangements meet the expressed needs of the lessee or promoter; periodically inspects facilities to assure proper cleanliness prior to events; verifies that seating for assigned event is in accordance with needs; handles files and correspondence in connection with a specific event; may prepare and issue news releases.

### **EMPLOYMENT STANDARDS**

**Education and Experience:** Any combination of education and experience equivalent to a bachelor's degree in business administration, public relations or a closely related field and considerable experience in servicing a variety of recreation, cultural and convention events.

**Knowledge, Skills and Abilities:** Thorough knowledge of the requirements of a variety of recreational, cultural and convention events in a public facility; general knowledge of fire and safety regulations pertaining to public gatherings; ability to deal courteously with users of the facility.

