

SENIOR EVENTS COORDINATOR

DEFINITION OF WORK

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

EXAMPLES OF WORK

Schedules and supervises Events Coordinators and maintenance set-up staff; 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; supervises 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; prepares and issues new releases; processes and executes contracts for payment; follows up and collects unpaid balances.

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.