



Job Title: Event Coordinator

Exemption Status/Test: Non- Exempt

Reports to: Event Services Manager

Date Revised: 01/22/2016

Dept./School: Event Services/Curtis Culwell Center

Primary Purpose:

Perform as the primary coordinator between facility users and the Curtis Culwell Center. Monitor event from move-in to move-out ensuring that all facility policies and procedures are followed at all times, and all aspects of the agreement with each facility's user are carried out. Acts as the manager on duty for all assigned events. Duties are varied and require independent action.

Qualifications:

Education/Certification:

- Bachelor's degree related to administration or management

Experience:

- 2 years or more equivalent experience relevant to the position

Special Knowledge/Skills:

- This position requires excellent communication skills
- Also required is the ability to plan, assign, and supervise the work of a moderately large group of semi-skilled and unskilled workers
- Employee must be willing to work flexible hours including nights, weekends and holidays
- Prior experience or good working knowledge of the management and operations of event facilities is a plus
- A valid state driver's license is required
- Multilingual in English, Spanish and/or other languages preferred

Major Responsibilities and Duties:

Performance Effectiveness

1. Provides primary face-face contact with facility users and patrons during events.
2. Reviews event agendas, function sheets, and floor plans to evaluate every event setup to ensure that each is correct and that all facility provided services and move-in and move-out times are provided or followed per the agreement and makes corrections or takes appropriate action as needed.
3. Works with the approved caterers and the exclusive concessionaire to ensure the catering rules and regulations are followed during events.
4. Maintains availability, open communications and close interface with clients or patrons and services requests as needed.

5. Trains, schedules, supervises, delegates, manages, evaluates, oversees crowd management, and coordinates all event service personnel during events including event security, ushers, ticket takers, ticket sellers, parking attendants, AV Technicians, event custodians, contracted services, etc.
6. Utilizes EBMS software in scheduling, invoicing and general information or reports.
7. Must be erudite with the facility's "Event Services Handbook"; "Catering Rules and Regulations"; "Ticketed Events Procedures Manual"; and the "Emergency Plan Manual", and is responsible for administering these policies during events.
8. Insures all audio-visual equipment ordered by client is in working order and interfaces any pre-approved client's equipment with center's equipment and instructs users as to proper use.
9. Ability to demonstrate excellent communication, supervisory and leadership skills.
10. Ability to independently analyze conditions and problems and take appropriate action.
11. Ability to work in an extremely fast paced environment in a highly responsible position.
12. Ability to express self clearly and concisely, orally and in writing.
13. Ability to interact and communicate well with the public.
14. Neat and professional in appearance and expression

Personal Effectiveness

15. Displays professionalism in dealing with students, parents, staff and facility users.
16. Approaches problem solving tactfully with directness and integrity.
17. Exerts a positive influence and works in harmony with associates.
18. Responds to suggestions for improvement in a positive manner.
19. Displays self-control and tact.
20. Must display good attendance and is punctual.
21. Maintains professional appearance.
22. Is mentally alert and physically able to perform job functions.
23. Provides for the care and protection of school property.

Professional Effectiveness

24. Manifests support for and compliance with the philosophy, objectives, policies and procedures of the Curtis Culwell Center and Garland ISD.
25. Follows Curtis Culwell Center policies pertaining to the individual assignment.
26. Demonstrates an interest in acquiring new skills and knowledge.
27. Seeks professional growth through continuing education and staff development.
28. Performs other duties as may be assigned.

Supervisory Responsibilities:

29. Supervises event services technicians, audio visual technicians, custodians and other facility staff during events

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching; ability to navigate the facility for prolonged periods of time

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; remain alert for extended periods of time

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____