JOB DESCRIPTION

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| Title: Event Coordinator | Department: Civic Center |
| Report To: Mayor | Non-Exempt: Yes |
| Safety Sensitive: No | Full Time: Yes |
| Last Edited Date: 04/2025 | Approved Date: 04/23/2025 |
| Classified: No |  |

Key Responsibilities:

* Book events at the Civic Center, Rodeo Arena, and organize other city events.
* Coordinate the details of events such as weddings, birthdays, business meetings, etc.
* Ensure impressive and excellent customer service and quality delivery of projects.
* Communicate, maintain, and develop a long-lasting relationship with diverse groups and clients.
* Manage and coordinate event staff.
* Manage vendors and suppliers in a professional manner.
* Ensure that advance payments are made.
* Ensure that the venue is ready ahead of time and that event flows smoothly without a problem.
* Ensure there is appropriate security, parking and traffic control.
* Provide clear directions to achieve the successful running of an event throughout its progression.
* Work closely with the client on the day of the event to ensure that all obligations are satisfactorily met.
* Train team members in proper safety procedures while set-up, teardowns and cleaning.
* Assign different tasks to team members and ensure assigned tasks are conducted well.
* Do a follow-up after the event by giving a post-event evaluation to the client (rental deposits).
* Ensure that health and safety measures are observed during an event.
* Research and apply to grants and other funding sources.
* Present activity and revenue monthly reports to Mayor and City Council in public forum.

**QUALIFICATIONS**: Have 2+ years of Event Management, Public Relations or any other relevant event planner experience. Have strong planning, administration, organizational, and problem-solving skills. Ability to transform a client’s thoughts into reality. Be decisive, a great listener, have excellent communication and negotiating skills. Able to display a high level of creativity. Must have an eye for detail. Ability to engage in multi-tasking effectively. Ability to work well under pressure. Able to work with a team and independently too. Must possess computer skills. Have a positive demeanor. Able to show leadership skills as a team leader. Possess strong ability to take initiatives. Able to run the venues as revenue-generating businesses. Understand financial constraints, budgeting and maintenance of facility buildings.

Must be able to work weekends.