

CITY OF HAINES CITY

JOB DESCRIPTION

DEPARTMENT: PARKS & RECREATION

REPORTS TO: PARKS & RECREATION DIRECTOR OR RENTAL FACILITY MANAGER

EVENT COORDINATOR

GENERAL DESCRIPTION:

Under limited supervision, performs professional administrative tasks to coordinate logistics and implement multi-faceted special events at the banquet facility and within the Parks & Recreation Department. Plans, delegates, directs, controls, and supervises all aspects of event execution including staffing, venues, budget, contract negotiation, security, safety, crowd control, maximization of space and customer satisfaction. Work involves considerable contact with the public, promoters, advertisers, artists and vendors and is often performed under severe time constraints. Work is performed with considerable independence and requires creativity, judgment and discretion, and is reviewed through analysis of results achieved, conferences and observation.

ESSENTIAL FUNCTIONS:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

RENTAL FACILITY EVENTS:

Assesses pre and post event conditions relative to maintenance and or damages.

Conducts meetings, negotiates contracts relative to facility reservations.

Conducts meetings with staff for event logistics.

Directs and supervises event staff.

Trains event staff.

Maintains a staff of appropriate size and skill level to service events.

Supervises the operation of audio visual and equipment relative to events.

Develops, creates and implements event department marketing

Develops, maintains and updates policies and procedures relative to facility and event planning.

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Ensures safety and security concerns are met relative to event management.

Plans and implements cleaning efforts pre and post events.

Plans, delegates, controls and supervises event execution.

Coordinates activities with customers.

Prepares contracts, event worksheets, reports, event budgets, evaluations, invoices and correspondence.

Prepares budget for individual events through research and solicitations.

Verifies changes for event related expenses and presents them for event settlement.

Works closely with local media, promoters, and community groups relevant to event marketing.

SPECIAL EVENTS:

Assists in planning, developing, promoting and implementing special events within the Department.

Coordinates with other staff members assigned to work special events.

Assists in the publicity of all events.

Oversees coordinating prizes and sponsorships of events.

Maintains records, reports and reference materials.

Recommends purchase of necessary supplies and equipment pertinent to special events.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES, SKILLS:

RENTAL FACILITY EVENTS:

Understands the areas of attention necessary in planning and implementing events at the banquet facility. Ability to coordinate, plan, and implement all aspects of a wide variety of events including sports activities, trade shows, political events, community events, music concerts, and other venues. Ability to perform professional administrative tasks to coordinate the logistics and implement multi-faceted special events at the

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banquet facility. Has the organizational ability to plan, delegate, direct, control, and supervise all aspects of the event execution including staffing, venues, security, safety and crowd control. Understands the importance of addressing each individual area of event planning to ensure customer satisfaction, budgetary compliance, event security, safety of attendants to events, and effective utilization of center space. Ability to draft and finalize related contracts, documents, reports, and correspondence to accommodate event planning and implementation activities. thorough understanding of the space availability within the facility and ability to effectively develop lay-outs, floor plans and related diagrams to properly accommodate customer needs. Ability to comprehend, interpret, and apply regulations, procedures, and related information. Ability to effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Ability to assemble information and make written reports and documents in a concise, clear and effective manner. Ability to use independent judgment and work with little direct supervision as situations warrant. Mathematical ability to handle required calculations. Ability to read, understand, and interpret various reports and related materials.

SPECIAL EVENTS:

Knowledge of principles and practices of recreation and group activities. Ability to create, implement and oversee special events held at City facilities. Ability to understand and carry out instructions and complete work assignments correctly. Ability to meet deadlines. Ability to work a flexible schedule as needed for special events. Ability to establish and maintain an effective working relationship with other employees City officials and the general public. Ability to operate a City vehicle and possess the required license. Knowledge of popular computer programs and ability to create fliers and other promotional items.

TRAINING AND EXPERIENCE:

High School Diploma/GED supplemented by a minimum three (3) years experience in special events or recreation. Bachelor's degree in Public Relations, Hospitality Management, Business Administration preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS:

Ability to obtain certification in CPR required.
Valid state of Florida driver's license required.

July 2008