

## **COORDINATOR, EVENT SERVICES**

### **DEFINITION**

Under general supervision, performs work in booking, planning, and coordinating events at campus facilities; promotes and develops the use of campus facilities; coordinates the use of facilities, equipment, and materials used for campus events; determines needs for and arranges staffing for events; assists in scheduling, coordinating, and supervising technicians assigned to campus events; sets priorities and directs the work of assigned staff on a project basis; acts as liaison with other campus departments to ensure security and operations are in place for the event.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the assigned managerial personnel. Exercises technical and functional direction over and provide training to assigned staff the assigned managerial personnel.

### **DISTINGUISHING CHARACTERISTICS**

This is a coordinator classification that has lead, program coordination, administrative, and day-to-day operation responsibilities. Incumbents are responsible for scheduling facilities usage by College departments and external organizations, negotiating contracts within Board approved guidelines, and approving setups and arrangements for the event execution. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Event Technician in that it performs work in booking, planning, and coordinating events on campus.

### **EXAMPLES OF DUTIES**

1. Oversees, coordinates, and participates in campus event planning; functions as the point of contact for departments, individuals, and external organizations through initial meetings to event wrap-up; assesses and determines appropriate facility, special equipment, staff needed, set-up needs, cost, and other contractual obligations.
2. Leads, coordinates, and schedules event support in other departments such as public safety, security, custodial, and grounds crews; arranges for special needs; distributes specific details and schedules to the event support groups.
3. Responds to requests, complaints, and inquiries from event planners, students, faculty, staff, service agencies, and others involved in execution of the event; communicates effectively with clients to understand their needs and present ideas and solutions to their requirements.
4. Obtains pertinent information from vendors, rental companies, volunteer organizations on specific needs related to the event.
5. Directs and coordinates the work of event personnel and contractors, including involvement in selection and training, monitoring, and determining workloads and schedules; reviews and approve time charged to the event; reviews and approves labor logged to events for accuracy.
6. Creates and prepares site maps, detailed outlines, drawings, and instructions for events.
7. Ensures the safety of the public and staff at all times by monitoring and instructing on the safe use of program facilities, equipment, and supplies.
8. Performs a walk-through of facilities after the event and communicates with users about any issues such as damage, safety, and/or security.
9. Summarizes information relative to the event; reconciles estimated to actual cost and submits for invoicing; monitors and evaluates the effectiveness of events operations, activities, and processes and recommends improvements or modifications.

10. Maintains, tests, troubleshoots and repairs equipment; performs routine preventative maintenance and minor mechanical repairs to equipment and supplies; inventories, determines need, and requests purchases for supplies and equipment; refers issues and arranges for equipment repairs with service technicians and/or vendors.
11. Prepares and maintains records, logs, and files related to assigned activities.
12. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and affiliated trainings. Prepares and delivers oral presentations related to assigned areas if needed.
13. Performs other related or lower classification duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic principles and practices of providing technical and functional direction and training to assigned staff.
2. Applicable safety precautions, work practices and procedures related to the assigned facilities.
3. General principles of risk management related to the functions of the assigned area.
4. Laws and regulations related to public assembly, including security issues, health, and fire codes, and transportation coordination.
5. Principles and practices of data collection and report preparation.
6. Basic contract administration principles and practices.
7. Business arithmetic and statistical techniques.
8. Basic budgetary and program evaluation practices.
9. Modern office practices, methods, and computer equipment and applications, including word processing and spreadsheet applications.
10. Principles, practices, and techniques of effectively dealing with the public and basic public relations.

### **Skills & Abilities to:**

1. Understand the organization and operation of the College and of outside agencies as necessary to assume assigned responsibilities.
2. Interpret and apply administrative and departmental policies and procedures such as those related to facility use and security.
3. Plan, schedule, assign, and oversee activities of staff; inspect the work of others and maintain established quality control standards.
4. Train others in work procedures.
5. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
6. Establish and maintain a variety of filing, record-keeping, and tracking systems.
7. Organize own work, set priorities, and meet critical time deadlines.
8. Operate modern office equipment including computer equipment and specialized software applications programs.
9. Use English effectively to communicate in person, over the telephone, and in writing.
10. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
11. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
12. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

Equivalent to an Associate's degree from a regionally accredited college and three (3) full time equivalent years progressively responsible experience in the events management industry. Additional full time equivalent years of experience can be substituted for the required education on a year for year basis up to two (2) years.

**Licenses and Certifications:**

The incumbent may periodically be required to travel to a variety of locations. If operating a vehicle, employees must have the ability to secure and maintain a valid California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in an office setting, as well as, outdoors and use standard office equipment, including a computer; to operate a motor vehicle to visit various College sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment. Standing in and walking between work areas is frequently required. Positions in this classification frequently bend, stoop, kneel, climb, reach, push, and pull carts to haul equipment. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 150 pounds with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes. Incumbents may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 3/2020