



Career Service Authority

Events Coordinator

Page 1 of 5

GENERAL STATEMENT OF CLASS DUTIES

Performs full performance professional level work coordinating events and providing administrative support for events activities held in multiple venues.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from the Special Events Coordinator classification, which involves coordinating cultural/special events including one-time unanticipated/unscheduled events involving the participation of multiple city agencies or contracted assistance. Also, this class is distinguished from the Theaters & Arenas Booking Coordinator classification, which involves booking tenants into city facilities and scheduling events.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, gathered and discretion and judgement are required within the parameters of the job function.

Level of Supervision Exercised:

By position, performs leadwork over contract or temporary personnel and supervises the work of on-calls including stagehands for specific events.

ESSENTIAL DUTIES

Coordinates logistical, technical and administrative support and activities for events held in multiple venues.

Implements, develops, recommends and coordinates administrative tasks and procedures in the areas of pre-event and post-event planning.

Coordinates, verifies and assembles information for each scheduled event which includes providing assistance and guidance for special effects, stage and set design elements for use in performances.

Monitors, verifies and interprets expenses and contractual agreements for all events, completes financial reporting, provides cost projections and assists with show financial settlement.

Maintains event file, reviews and authorizes payment requests according to the contractual terms and applicable rules and regulations and ensures the receipt and filing of essential documents for future reference.

Prepares budget documents, tracks and monitors the budget, authorizes expenditures and generates revenues.

Prepares patron's accident report, post-event financial summary, final billing and settlement and final wrap up documents.

Determines work priorities, and develops work schedules to provide adequate staff coverage.

Documents performance, provides feedback, and informally evaluates the work of the on-calls and contracted personnel.

Coordinates the implementation of new procedures for the assigned functions.

Implements safety and security standards including stage and seating areas and develops procedures to ensure compliance.

Reviews work upon completion for adherence to guidelines and standards.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge & Skills:

Integrity/Honesty - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Oral Communication - Expresses information to individuals or groups effectively taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Communications and Media - Knowledge of the production, communication and dissemination of information and ideas to inform and entertain via written, oral, and visual media.

Information Management - Identifies a need for and knows where or how to gather information; organizes and maintains information or information management systems.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization; monitors progress, evaluates outcomes.

Decision Making - Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Flexibility - Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

Reasoning - Identifies rules, principles, or relationships that explain facts data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Stress Tolerance - Deals calmly and effectively with high stress situations (for example, tight deadlines, hostile individuals, emergencies, dangerous situations).

Memory - Recalls information that has been presented previously.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, in addition, to make recommendations.

Customer Service - Works with customers to assess needs, provide assistance, resolve problems to satisfy expectations; knows products and services; is committed to providing quality products and services.

Arithmetic - Performs computations such as addition, subtraction, multiplication and division correctly using whole numbers, fractions, decimals, and percentages.

Leadership - Influences, motivates, and challenges others; adapts leadership styles to a variety of situations.

Perceptual Speed - Quickly and accurately sees detail in words, numbers, pictures, and graphs.

Knowledge of planning event productions sufficient to be able to synthesize various activities, persons, and spectators for multiple events.

Skill in monitoring contracts to ensure compliance.

Skill in reviewing work for accuracy and completeness.

Knowledge of supervisory principles and practices sufficient to be able to delegate responsibility and assignments to subordinates personnel.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Physical Demands:

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is moved.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 25 – 50 pounds.

Near acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Pressure due to multiple calls and inquiries
Subject to long irregular hours
Subject to many interruptions
Subject to varying and unpredictable situations
Temperature Changes: variations in temperature from hot to cold.
Atmospheric Conditions: conditions that affect the skin or respiratory system.

Education Requirement:

Baccalaureate Degree in Theater, Fine Arts, Technical Production, or a related field.

Experience Requirement:

Three years of experience assisting with set design, stage or event productions.

Education/Experience Equivalency:

A combination of appropriate education and experience can be substituted for the minimum education and experience requirements on a year for year basis.

Licensure and/or Certification:

None

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 03/16/2003

REVISED BY: Hameed R. Pousti

CLASS HISTORY Revised existing class specification. Previous revision date, 08/01/1997.