

# Special Events Coordinator

## Job Description



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Position Title:	Special Events Coordinator
Division:	General Government
Department:	General Government
Reports To:	Manager, Culture, Arts & Special Events
Safety Sensitive:	No
FLSA Classification:	Exempt
Month and Year:	November 2021

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**GENERAL STATEMENT:** The position of Special Events Coordinator provides support to the Culture, Arts & Special Events ("CASE") Manager with development, organization, and implementation of the Town's Culture, Arts & Special Events programs, performing a variety of production and administrative duties.

**SUPERVISION RECEIVED:** Works under the general direction and supervision of the CASE Manager.

**COORDINATION AND SUPERVISION EXERCISED:** Coordinates with Public Works employees, Communications Manager, General Government Manager. Supervises town volunteers, vendors, and contractors in collaboration with and/or in the absence of the CASE Manager.

**WORK ENVIRONMENT:** Work is performed both in the office and outdoors in varied weather conditions, including hands-on production work in Town venues. Typical day-to-day activities will vary depending on the time of year, event planning periods, and type and number of events and art installations. Flexible 40-hour work weeks occur during event production from May to October, including evening, weekend, and holidays.

### ESSENTIAL FUNCTIONS:

1. Management and recruitment of special event vendors and other contractual entities to ensure compliance with Town, County and State policies, as directed.
2. Management, training, scheduling, responsibilities, tracking and overall coordination of volunteer personnel to include ensuring commitments are met.
3. Assists with the preparation of CASE Committee packet materials, meeting minutes and other meeting preparation as needed.
4. Attends CASE Committee meetings.
5. Assists the Communications Manager with the development, publication and distribution of the special event public information materials, promotional flyers, posters, brochures, and social media
6. Administration of special event and sound permits and digital sign permits, including collection of appropriate fees, required approvals and signatures, insurance forms and follow up with applicant
7. Assists with development, planning, coordination, and implementation of a variety of community and signature special events to ensure compliance with safety protocols, permitting requirements and communication with internal departments and outside agencies is timely
8. Implementation of traffic plans to include street closures, personnel placement/workload, and pedestrian/vehicular signage locations in collaboration with Public Works, Mobility and Avon PD.
9. Assists with implementation and tracking of in-kind services for community, and signature events
10. Manages storage, maintenance, and accurate inventory of special events assets, materials, and supplies.
11. Manages third-party private and public Pavilion rentals; and, third-party event producer contract administration, as needed.
12. Coordinates Pavilion facility reservations and accurately tracks and communicates slots with internal departments.
13. Administers admission fee purchases and account balance.

14. Maintains and updates the Town's events calendar, special event webpages and calendar submissions to external websites.
15. Assists with development of reports and memorandum as needed in preparation for Council presentations.
16. Creates requisitions and ensures all purchase orders are properly coded, routed and submitted to finance in a timely manner.
17. Complies with all Town of Avon safety and health policies and procedures, including the use of protective equipment and clothing, to promote a safe work environment.

#### **OTHER DUTIES AND FUNCTIONS**

1. Prepares correspondence such as letters, press releases, and meeting agendas
2. Attends council and community meetings, as necessary
3. Performs other duties as assigned

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of the principles and methods of special event development, planning and implementation
2. Excellent written skills, including but not limited to emails, correspondence, report writing, with correct spelling, grammar, and punctuation
3. Excellent verbal skills, including the ability to communicate effectively with peers and third parties, participate in professional conversations, lead public presentations, report on findings, and make recommendations
4. Knowledge of arithmetical computations and statistical analysis
5. Knowledge of standard office equipment and in-depth working knowledge of Microsoft Office
6. Ability to provide oversight of event set-up and tear down effectively and efficiently and hands-on work, including the ability to set-up and strike tents, distribute power assets, tables, fencing and other event assets
7. Ability to understand pertinent federal, state, and local laws and safety code requirements and procedures and implement, as appropriate
8. Ability to interact with employees and the public in a professional and courteous manner
9. Ability to work well under pressure, analyze problems, make quick decisions, propose creative recommendations, and resolve conflict diplomatically
10. Ability to answer questions regarding culture, art, and special event programs
11. Ability to organize, schedule and supervise special event activities
12. Ability to obtain a Colorado Drivers' License within 30 days
13. Must be able to lift and carry a minimum of 50 lbs.
14. TIPS or other alcohol service certification is not required but desirable

**EDUCATION AND EXPERIENCE:** A bachelor's degree in event management, economics, business, or equivalent work experience is required. Work experience shall include four or more (4+) years progressive administrative or supervisory experience in special events or like work. Experience working for an all seasons resort municipality is a plus. Any equivalent combination of education and experience will be considered.

**ACKNOWLEDGEMENT:** I understand the requirements and essential functions of this job description. I also understand that the duties listed above are not all inclusive and may be revised, or other duties may be assigned, to meet the needs of the Town. I will perform those above and other duties as directed by my supervisor.

**EMPLOYEE NAME:** \_\_\_\_\_

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_