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| DATE | March 2015 |
| JOB CODE | |
| FLSA | EXEMPT |
| EEO | |

JOB TITLE: Special Event Coordinator
 DEPARTMENT/DIVISION: Parks & Recreation
 REPORTS TO: Parks & Recreation Director

SUMMARY: Responsible for planning, coordinating and implementing city and community events in the downtown Carrollton area. Facilitate placemaking initiatives to foster the connection between downtown Carrollton business owners and the city. Work requires limited supervision and the use of independent judgment.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and facilitates special events for the city, including themes, concepts, and objectives in relation to organizational goals and Council initiatives.
- Foster a placemaking environment by encouraging collaboration between city departments and downtown business owners.
- Facilitate various sponsorship sale opportunities.
- Researches and recommends opportunities for special events and community partnerships with outside organizations.
- Serves as a liaison between city departments, business owners, and vendors in the coordination of special events.
- Assists the Marketing Department in developing materials and managing advertisements for a variety of events.
- Coordinates the work activities of employees and volunteers at events.
- Participates in the development of the budget for special events.
- Participates in the negotiation of event contracts and service agreements.
- Presents reports and outcomes of events to City Council and City Management team.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Supervisory responsibility over volunteer staff at events

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of design principles;
- Knowledge of municipal government operations;
- Knowledge of event planning methods and principles;
- Skilled in prioritizing, organizing, and managing multiple simultaneous projects;
- Skilled in preparing clear and concise reports, including oral, written, and audio/visual presentations;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in developing marketing and advertisement materials;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;

- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in Recreation Studies, Economic Development, Business Administration, or a related field
- One year progressively responsible experience in coordinating special events
- Requires a valid Texas Driver's License

PREFERENCES:

- Master's Degree in Recreation Studies, Economic Development, Business Administration, or a related field

WORKING CONDITIONS:

- Frequent reaching, sitting, standing, walking, talking, seeing and hearing.
- Occasional lifting and carrying up to 50 pounds.
- Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.