



Employment Opportunity

Job Title: Event Coordinator (Full-time)

Reports to : Parks, Recreation & Cultural Affairs Director

FLSA: NE Salary Range: \$41,793.48 - \$64,779.89

Job Summary: The Events Coordinator helps ensure the success of events offered by the City of Powder Springs either solely or in partnership with other staff and/or a private provider by providing equipment and support services for special events, festivals, and other activities primarily in the downtown. Work involves activities prior to events, during and following events in assisting with concept design, planning, logistics and execution of on-site events. The duties and responsibilities center on planning and managing events of varying sizes and purposes to assure that the City presents a positive visual and interactive experience for residents, business owners and visitors. The position requires a high degree of customer service, creativity, flexibility, and the ability to work independently as well as with other City staff, volunteers and boards and commissions. Coordinators must understand what it takes to make sure the logistics work out, keep everything within the allocated budget and ensure that the event itself is carried out smoothly. Work is performed under the supervision of the Parks, Recreation & Cultural Affairs Director.

Major Duties:

- Establishes and maintains relationships with vendors and venues
- Plans all event details and aspects from pre-planning to post planning
- Creates reliable financial reports, collecting payments on time, submit invoices for reconciliation in a timely manner.
- Manages events and addressing potential problems that may arise
- Plans for potential scenarios that could impact the integrity of the event
- Maintains a working knowledge of the complex needs of a wide variety of events
- Provides support for events to ensure that each event space is clean prior to, during and after each event.
- Provides logistical and planning support for all partners (non-profit & profit).
- Works closely with City staff and partners to make certain that all festivals and events run smoothly and are a positive reflection on the City.
- Responsible for coordinating with internal City Departments for events. (permits, security, street closures, trash, etc.)
- Works closely with nonprofits to coordinate city-provided services and support
- Coordinates rentals on the square and helps maintain a master calendar of activities, special events and theater rentals and notifies critical city staff members about upcoming activities each week
- Ensures set-up and breakdown of tables, chairs, event equipment and structures in a timely and orderly manner, carefully handling equipment and adhering to safety standards and practices, as directed by weekly event schedule.
- Secures set-up and break down audio/visual equipment for events, programs and facility rentals; have ability to do minor trouble shooting with equipment.

Job Title: Event Coordinator (continued)

- Assists with welcome tent set-ups and breakdowns, including assistance throughout event with trash, recycling, or assistance with supplies.
- Assists with installation, de-installation and maintenance of temporary art exhibitions.
- Transports, installs, or assists with décor placement in venues for events
- Assists with concept design, planning, logistics and execution of on-site events
- Operates motorized cart to move all necessary furniture, equipment, supplies and structures in a safe manner.
- Provides exemplary customer service to City staff, volunteers, clients, guests, and vendors and ensuring the needs of staff, volunteers, clients, guests and vendors are met throughout the duration of those events.
- Keeps storage areas organized and clean, with only required equipment and furniture staged.
- Helps perform basic grounds keeping tasks when necessary; sweeping, raking, cleaning to maintain venues at presentation quality.
- Handles marketing and advertising for City events (internally, social media, etc).
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of or ability to learn the department's rules, regulations, policies, and procedures.
- Knowledge of all municipal functions, contacts, and activities of various departments.
- Skill in operating a computer.
- High energy, fun and creative. Self-starter, inspired by ideas but team oriented.
- Experience with large scale live-events or other on-site activities
- Strong organizational skills, goal, and deadline oriented.
- Strong communications skills. Able to articulate ideas easily, express self fluidly and capture others' ideas even more easily. Good writing skills.
- Experience with Office tools such as Powerpoint, Excel and Word
- Experience with Canva and Photoshop a plus
- An understanding of multimedia and AV equipment
- Detail oriented and ability to multi-task. Handle several projects simultaneously.
- Ability to understand and follow quickly and accurately oral and written instructions.
- Ability to work independently with and without specific instructions.
- Ability to establish and maintain effective working relationships with city employees and the general public and other city officials.
- Ability to work under pressure and complete multiple assignments under deadline conditions in a dynamic office environment.

Supervisory Controls: Work is performed under the direct supervision of the Parks, Recreation & Cultural Affairs Director.

Guidelines: Guidelines include City and departmental policies and procedures and applicable ordinances.

Job Title: Event Coordinator (continued)

Complexity: The work consists of a variety of tasks as requested by the Parks, Recreation and Cultural Affairs Director, Events Operations Manager and Event Services Staff.

Scope and Effect: The purpose of this position is to support the efficient operation of the assigned department through coordination of a wide variety of administrative and clerical duties.

Personal Contacts: Contacts are typically with the Event Coordinator, co-workers, vendors, other City employees and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: The work is typically performed with the employee assisting at events in various City venues. The employee uses tools or equipment requiring dexterity, must be able to lift 75 pounds; able to stoop, bend, squat, twist and stand for long periods of time; able to climb ladders, work safely with heights. Must have ability to physically operate city vehicle, walk short distances and work in the outdoors during festivals and special events requiring evening and weekend work. Must have ability to deal with constant interruptions, noise, and meet with others on a regular basis.

Work Environment: The work is typically performed outside of the office. Schedule is flexible and includes some nights, weekends and holidays in support of City programs and events. Position requires the ability to work in a variety of setting, including office and outdoor festivals and events. Performance of essential functions may require exposure to adverse environmental conditions, such as heat/cold, dirt, dust, pollen, odors, wetness, humidity, rain.

Supervisory and Management Responsibility: There are no supervisory responsibilities.

Minimum Qualifications:

- B.A. degree from an accredited college or university in English, business, communications, public relations, hospitality, marketing, or an equivalent program.
- Thorough and progressive experience in special event production, public relations, fundraising, and working with volunteers. Any equivalent combination of experience and education is acceptable.
- Valid State of Georgia driver's license (Non-commercial Class A or B) with a satisfactory motor vehicle record (MVR).

The City of Powder Springs is an Equal Opportunity Employer.

All applicants must complete a City of Powder Springs employment application. Applications may be down loaded and printed from the website at www.cityofpowdersprings.org or you may receive an application at City Hall located at 1114 Richard Sailors Parkway, Powder Springs, GA 30127.

Submit completed application to:

City of Powder Springs,

Rosalyn Nealy, Human Resources Director
P. O. BOX 46
Powder Springs, GA 30127
Or email rnealy@cityofpowdersprings.org

Closing Date: Open Until Filled