

CITY OF CARSON

Title: EVENT COORDINATOR

Job Summary:

Under general supervision, to perform professional work in Community Center events and programs.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, organizes, and coordinates Community Center events.
2. Set up and removal of basic Audio Visual (AV) Equipment as needed. *(Keep)*
3. ~~Obtains documents and communicates event requirements, including technical (sound/AV), physical set up, parking, and labor needs to Facility Services Workers.~~ *Obtains documents and communicates event requirements, including scheduling Audio Visual (AV) services to appropriate parties, physical set up, parking, and labor needs to appropriate city staff.*
4. ~~May be required to troubleshoot minor issues related to sound and AV equipment on a case by case basis.~~ *(Eliminate from Job Specification)*
5. ~~Prepares and composes a variety of written materials including staff schedules, service requisitions, diagram set ups, and other documents pertinent to venue services.~~ *Prepares and composes inter-departmental service requisitions, routine supply requests and diagram set ups.*
6. Interfaces with clients prior to and during events to insure needs and problems that may arise are handled.
7. Assists in planning and execution of all arrangements and insures event schedules and set-up work schedules are monitored for cost efficient operations.
8. Interfaces with catering staff and insures client satisfaction.
9. Provides information regarding attendance, schedules, expenditures, utilization of supplies and equipment.
10. Enforces rules and regulations to assure the safety and welfare of participants.
11. Assists in budget preparation.
12. Drafts correspondence and reports.
13. Supervises, trains and evaluates personnel.
14. Provides information to and consults with the public.
15. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and Experience:

Any combination equivalent to one year college or university credits with one (1) year experience in contract administration requiring contact with clients and working experience in a banquet, meeting room, convention and/or food service facility.

Knowledge of:

- Principles and practices of contract administration.
- Sales and terminology used in the convention, trade show and meeting space business.
- Principles of accounting and receivables.

Skill and Ability to:

- Assist in managing the Community Center.
- Promote facility.
- Communicate orally and in writing.
- Establish and maintain effective working relationships with others.

License and Certificate:

Possession of appropriate valid California driver's license and must be insurable by the City's insurance carrier.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Is subject to inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work evenings, weekends or *irregular shifts*.

Nash and Company
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