EVENTS COORDINATOR

Class Definition

Under direction, coordinates and supervises the service needs for events at the Convention Center complex.

Distinguishing Characteristics

Events Coordinator is a first-line supervisory class assigned to the Operations Division of the Convention Center. Incumbents coordinate necessary arrangements between licensees and the Convention Center prior to events and supervise services needs of all Convention Center events under their jurisdiction. This class is distinguished from Operations and Events Supervisor in that the incumbent of the latter assists with day-to-day operation and administration of the division. It is distinguished from Events Specialist in that incumbents of that class provide service for individual events and activities on a shift basis.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Coordinates events for Convention Center facilities.

Contacts and interviews authorized events representatives and promoters to determine personnel and facilities requirements for their events.

Serves as the representative contact during the preparation and planning stages for events; prepares events manifests detailing specific staffing and equipment needs; provides on-site direction as necessary during the event.

Provides crowd control supervision.

May be assigned supervision of the stage and setup crews.

Monitors contract service personnel assigned to events to insure that Center requirements are met.

Conducts weekly operations meetings with staff for communication and coordination purposes.

Prepares memoranda, reports and communications before and after events.

Supervises the operation of parking facilities for the Convention Center complex during events.

Coordinates the provision of temporary electrical and telephone services to customers for events; calculates billing records for reimbursable charges.

Inputs, updates, retrieves and verifies a variety of information using a word processor or computer terminal.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of the technical aspects of a convention center or multipurpose entertainment facility, operation.

Knowledge of fire and safety regulations affecting safety of the public.

Knowledge of the needs of various types of events scheduled at a convention center or multipurpose entertainment facility.

Knowledge of the techniques and procedures used in the setup and arrangements of accommodations for the Convention Center and Conference Center.

Knowledge of the techniques and procedures utilized to safely and effectively manage the control of large crowds.

Ability to organize, assign, and review the work of subordinates.

Ability to make clear and persuasive oral presentations.

Ability to prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Ability to establish and maintain effective working relationships.

Ability to use a variety of computer business software applications.

Minimum Qualifications

Graduation from an accredited college or university with major course work in public administration, business administration, facility management, recreation administration, or related field; and one year of experience at a level equivalent to Events Coordinator working for a convention center or multipurpose entertainment facility; OR one year of experience as an Events Specialist with the Fresno Convention Center. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____ **DATE**: _____
Director of Administrative Services

SE:JC:NT:tdc:07/09/01