



# EVENT CENTER COORDINATOR

## Job Description

*The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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<b>Class Title:</b>	Event Center Coordinator	<b>Effective Date:</b>	May 1, 2014
<b>Working Title:</b>	Event Center Coordinator	<b>Type:</b>	Non Rep - Limited Duration
<b>Department:</b>	City Recorder	<b>Supervisor:</b>	City Recorder/Event Center Manager
<b>FLSA Status:</b>	Non-Exempt	<b>Supervises:</b>	None – Leadworker to Event Center Temp Employees

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### CLASSIFICATION SUMMARY

Under the general direction of the City Recorder/Event Center Manager, this position is responsible for marketing, booking and customer service to those renting the City of Keizer Event Center for conferences, workshops, seminars, meetings and a variety of other public and private events. The Event Center Coordinator is lead worker to a team of Event Center staff and schedules daytime, evening & weekend coverage for activities held in the Event Center; also confirms receipt of required paperwork and fees, proper room set-up, coordinated customer service to multiple customers at one time.

The Event Center Coordinator attend events during regular business hours, during evening hours and on the weekend as necessary to represent the City, provide customer service and coordinate the work of others. Capacity for a flexible work schedule is required. In addition, this position performs the duties of Event Center staff as necessary to supplement staffing and/or minimize expenses. Performance of these duties requires specific physical capacity beyond those required of administrative classifications.

As a Limited Duration classification, appointment is limited to no more than two years in duration and is subject to the conditions specified in the Limited Duration Agreement. Appointment in no way implies or assures a subsequent appointment to any permanent, temporary, seasonal or other position with the City of Keizer.

### SUPERVISION

This position does not supervise but does perform Lead Worker role for Event Center Temp Employees (Event Hosts). See Lead Worker duties for more information.

### ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

*An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.*

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

#### **40% Administration & Coordination**

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Assists City Recorder/Event Center Manager in developing the Event Center budget, including long term goals and strategies; identifies and effectively recommends priorities for improvements and maintenance of the Event Center to the City Recorder/Event Center Manager.

Provides coordination for day-to-day operations of the Event Center and develops specific goals and plans to prioritize, organize, and accomplish work tasks related to event activities within the Event Center.

Reviews and approves facility use agreement/requirements (insurance, catering, alcohol, security needs, audio-visual services and room layouts) with the City's Administrative Specialist. Coordinates with the Administrative Specialist, Network Administrator and Facilities Maintenance Worker as needed.

Facilitates pre-event meetings with potential and actual facility rental clients. Provides tours and reviews rental guidelines with potential clients.

Oversees and ensures quality of services related to customer experience from initial contact to end of event through periodic and ongoing evaluation and use of survey tools.

Schedules maintenance and repairs as necessary within the Event Center area. Recommends improvements, as needed, to meet current and potential client requests as appropriate.

Provides recommendations for changes and updates to the facility use agreement/requirements, the Temporary Event Center Duties list and all other Event Center official documents and processes to support total quality improvement.

Assists in the organization and implementation of City-sponsored events upon request of the City Recorder/Event Center Manager or the City Manager.

Purchases supplies and services, as needed, throughout the year and for special events.

Complete weekly, monthly and quarterly reports.

Responds to guest concerns and complaints. Problem solves to prevent reoccurrences of similar complaints.

### **30% Marketing & Promotion**

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Reviews market information to determine guest need, volume potential, discount times and to establish markets, goals and potential advertising techniques.

Collaborates with the City Recorder/Event Center Manager and the City's management team on key culture and vision parameters, develops and implements an effective marketing campaign including online presence, brochures, flyers, news releases, and other promotional materials.

Utilizes excellent marketing and customer service skills to solicit customers and negotiate contracts for conference services including facility rentals, audio-visual services, coordination of vendor lists and contacts, referrals to local business resources and other requested services as available.

Coordinates advertising and promotions for the Event Center including supplemental rental options such as the Gazebo, various City Parks, Keizer Heritage Center and specified Keizer businesses based on development of collaborative packages and discount opportunities.

Publicizes and promotes events and activities through sales events, social media, publications, radio, banners, flyers, postcards and relevant organizational websites such as the Keizer Chamber of Commerce and Keizer Rotary.

Works with Network Administrator to update Event Center information posted on the City web site consistent with marketing materials.

Collects data, analyzes information, and evaluates results to ensure most effective use of the Event Center as a revenue generating entity while ensuring access for specified City-sponsored non-revenue generating community and employee events.

### **20% Lead Worker**

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Determines work procedures, prepares work schedules, and expedites workflow for assigned staff; studies and standardizes procedures to improve efficiency and effectiveness of operations; reassigns work as needed.

Leads, motivates, trains and cross-trains Temporary Event Center employees on all aspects of their job. Provides technical and non-technical training and guidance concerning work procedures; plans, assigns, and reassigns work; monitors and approves work for completion and conformance with quality and safety standards.

Provides on-site direction to employees in performance of their duties as well as direction by email and phone, as necessary.

Provides informal assessment of workers' performance to City Recorder/Event Center Manager.

Under the direction of the City Recorder/Event Center Manager, participates in the decision-making process on personnel actions, including disciplinary and training plans; participates in the decision-making process regarding hiring and terminations; and assists with resolving conflicts between reporting staff members.

### **10% Temporary Event Center Support Duties**

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*This position provides back-up to and acts as the Temporary Event Center Support staff when such staff is not available. As such, incumbent will perform the duties listed below, as needed.*

Meet with client(s) prior to event to walk through facility and set up rented room(s) to specifications requested; including moving room dividers, table and chairs, setting up projector, screen, microphone, lighting, dance floor, stage, etc.

Confirm client(s) understands and follows rental use agreement rules. Check in with client(s) throughout the event and address any needs/concerns.

Ensure facility is serviced as needed during event; make sure trash cans are emptied, bathrooms are clean and supplied, clean up significant spills, etc.

Ensure that only guests of the client(s) are in the facility for after-business-hours events and that all have exited building post-event.

Assist client(s) with clean-up following the event.

Return rented room(s) to pre-event condition, resetting tables, chairs, screens, dance floor, stage etc. and perform final walk through with client(s).

Return remainder of facility to prior-use condition; empty trash cans, clean, sweep and mop all restrooms, and set up for next event, as needed.

### **PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS**

*The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. Physical effort is required to perform manual labor, climb ladders, bend, reach, talk, hear and stand for long periods of time. Regular lifting of objects and equipment up to 75 pounds is required. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities is used while operating equipment such as a personal computer and various software programs, motor vehicle, phone, calculator, copy and fax machines, and other related tools and equipment as well as providing Event Center Support services to customers prior to, during or following scheduled events.

#### **Safety**

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position.

#### **Work Environment/Working Conditions**

In the performance of the job duties, the employee will perform the majority of this job in office and conference center environments under usual office working conditions. Position will assist in Event Center staff training as well as event setup and teardown as needed. The noise level in the work area is typical of most office environments, with telephones, personal interruptions and background noises. Duties include contact with employees and customers in conflict situations.

Contact with the news media regarding promotion and requests for information regarding the Event Center. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills and discretion; continuously using decision-making skills, problem analysis, negotiation, independent judgment and/or independent action.

Working hours will vary depending on schedule of events and needs of clients and will include evenings and weekends as necessary. Occasional travel may be required including local and regional meetings and conferences.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

High School Graduate and minimum of four years event/conference/meeting coordination experience or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position. Previous supervisory experience preferred.

### **Knowledge of:**

- Practice of principles of quality customer service.
- Business & management principles involved in planning, scheduling, resource allocation, human resource modeling, production methods, and coordination of people and resources.
- Principles & methods for promoting services, including marketing strategy & tactics, product demonstration, sales techniques, and sales control systems.
- Principles of supervision and personnel practices.
- Local, state and federal laws governing municipalities.
- Safety principles, methods and procedures.
- Budget concepts and budget preparation.

### **Skill & Ability to:**

- Event planning and scheduling and problem solving skills.
- Negotiation and conflict resolution.
- Prepare and analyze reports & budgets.
- Use the applications of Microsoft Office in planning, execution, and evaluation of day-to-day activities responsibilities.
- Use basic technical proficiency in operating multimedia equipment and the ability to train support staff.
- Work under pressure and make quick decisions.
- Adjust to schedule changes and cover shifts on short notice.
- Communicate effectively in oral and written form.
- Present facts and recommendations to employees, management, elected officials, public groups and boards.
- Establish and maintain effective working relationships with employees, management staff, representatives of governmental and community agencies and the public.
- Maintain professional integrity of sensitive and confidential information.
- Interpret and apply federal, state and local laws, policies, rules and regulations.
- Proficiently use personal computers, word processing, spreadsheet and graphics software applications.
- While maintaining excellent customer service, work efficiently to manage projects under deadline pressure and within a significantly lean staffing model.

### **Licenses, Certifications & Other Requirements**

- Possession of or the ability to obtain valid Oregon driver's license.
- Certified Meeting Professional (CMP) preferred.