

SPECIAL EVENTS COORDINATOR

Code No. 3-30-402
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for planning, leading and executing a wide variety of special events. Duties involve collaborating with key stakeholders and independently coordinating all aspects of assigned events. Duties also involve seeking out performers and/or vendors, coordinating staff, including volunteers, in the operation of events and overseeing all phases of events (ex. set-up, security, waste removal, clean-up, scheduling entertainment). The employee reports directly to, and works under the general supervision of a Town Supervisor or other higher-level staff member. General supervision is exercised over staff such as recreation staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Conducts meetings with stakeholders (ex. employees, public partners, vendors, volunteers) in the planning stages and event implementation;

Negotiates financial terms, secures funding approval and authorizes expenditures with oversight from the supervisor;

Researches, estimates and negotiates costs with vendors in order to secure the best pricing for a variety of goods and services related to special event planning such as catering, rentals, equipment, printing and entertainments;

Monitors delivery of goods and services to ensure contract terms are satisfied;

Develops and maintains an extensive network of contacts, both internal and external to facilitate event coordination;

Generates all correspondence relating to events;

Secure artwork for event promotional materials, including signage;

Develops concepts and designs and coordinates mailings of promotional materials and invitations; conducts direct logistical planning;

Supports coordination of social media platform marketing including website content;

Develops and controls budgets on a program or event basis;

Maintains records on event activities, progress, status, and post event summary;

Attends events to oversee activities and ensure details are handled as planned;

Addresses issues that arise and remains on-site after event ends to ensure proper clean up;

Determines staffing needs for special events; authorizes and secures additional staff when needed;

Manages specific event needs including parking, credentials, and radios;

Creates, maintains and distributes event documents such as schedules;

Researches, estimates and negotiates costs with vendors in order to secure best pricing for even needs;

Interfaces with, serves as liaison for, and gives guidance to all levels of staff and volunteers;

Performs clerical tasks such as preparing contracts and resolutions;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the effective operation of special events; good knowledge of the principles and practices associated with special event planning and coordination; good knowledge of standard resources, materials and facilities required for successful events; good knowledge of correct protocol in specific situations; working knowledge of social media and marketing; ability to multi-task, remain calm, and work under pressure in a fast-paced environment; ability to pay attention to details and solve problems including on-site in a timely manner; ability to deal with and relate to a diverse community; ability to work effectively as part of a team and take initiatives when necessary; ability to facilitate meetings; ability to utilize related software including, but not limited to spreadsheets and databases; ability to manage volunteers; supervisory ability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Hospitality Management, Marketing, Advertising or a closely related field plus two (2) years paid full-time or it's part-time equivalent experience in planning and implementing events; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience in planning and implementing events; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: May 5, 2022