

COORDINATOR, EVENTS

DEFINITION

Under general supervision, performs work in booking, planning, and coordinating events; promotes and coordinates the use of campus facilities, equipment, and materials used for events; determines event needs and arranges staff; assists in recruiting, training, scheduling, coordinating, and overseeing staff assigned to events; sets priorities and assigns the work of staff on a project basis; acts as liaison with other campus departments to ensure security and operations are in place for the event.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned managerial personnel. Exercises technical and functional direction and training to assigned staff and temporary employees.

DISTINGUISHING CHARACTERISTICS

This is a coordinator classification which has lead responsibilities and program coordination. Incumbents are responsible for scheduling facility usage by College departments and external organizations, negotiating contracts within Board approved guidelines, and approving setups and arrangements for the event execution. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from the Event Technician in that it performs work in booking, planning, and coordinating events.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

1. Leads, coordinates, and participates in campus event planning; functions as the point of contact for events; obtains pertinent information from stakeholders on specific needs related to the event.
2. Provides prospective users with facilities layouts and tours to assist in selection and setup of rental facilities; presents ideas and solutions to their requirements; assesses and determines appropriate facility, special equipment, staffing and event needs, cost, and other contractual obligations.
3. Performs administrative duties related to the position; assists with timesheets, budgets, and day-to-day operational responsibilities; estimates costs of equipment, setup, overtime, and/or other costs using approved fee schedules.
4. Creates and prepares site maps, detailed outlines, drawings, and instructions for the event.
5. Leads, coordinates, and schedules event support in other departments such as public safety, security, custodial, and grounds crews; arranges for specialized event support; distributes specific details and schedules to the event support groups.
6. Assigns and coordinates the work of event personnel and contractors.
7. Ensures safety at all times by monitoring and instructing on the safe use of facilities, equipment, and related supplies.

8. Maintains, tests, troubleshoots, and repairs equipment; performs routine preventative maintenance and minor mechanical repairs to equipment and supplies; inventories, determines the need, and requests purchases for supplies and equipment; refers issues and arranges for equipment repairs with service technicians and/or vendors.
9. Performs a walk-through of facilities after the event and communicates with stakeholders regarding any issues such as damage, safety, and/or security.
10. Summarizes information relative to the event; reconciles estimated to actual cost and submits for invoicing; monitors and evaluates the effectiveness of events operations, activities, and processes and recommends improvements or modifications.
11. Participates in committees, task forces, and special assignments, including, but not limited to, Screening and Selection Committees and affiliated training. Prepares and delivers oral presentations related to assigned areas if needed.
12. Provides a working and learning environment free from prohibited discrimination, harassment, and retaliation (DHR) and provided by applicable law and College policies. Attends College mandated DHR training and participates in DHR investigations as directed. Assists in providing information and resources to individuals who bring forward DHR complaints and reporting possible DHR complaints to Human Resources and other appropriate authorities as necessary.
13. Performs other related or preceding classification duties as assigned.

QUALIFICATIONS

Knowledge of:

1. Basic principles and practices to provide technical and functional direction and training to assigned staff.
2. Applicable safety precautions, work practices, and procedures related to the assigned facilities.
3. Principles of risk management related to the functions of the assigned area.
4. Event support operations and equipment for indoor and outdoor events, conferences, and performances.
5. Laws and regulations related to public assembly, including security issues, health and fire codes, and transportation coordination.
6. Principles and practices of data collection and report preparation.
7. Contract administration principles and practices.
8. Business arithmetic and statistical techniques.
9. Budgetary and program evaluation practices.
10. Modern office practices, methods, and computer equipment and applications related to the work.
11. Principles, practices, and techniques of effectively interacting with the public.
12. Techniques for effectively representing the College in contacting governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

1. Understand the College's organization and operation and outside agencies as necessary to assume assigned responsibilities.

2. Interpret and apply administrative and departmental policies and procedures, such as those related to facility use and security.
3. Plan, schedule, assign, and oversee activities of staff; inspect the work of others and maintain established quality control standards.
4. Effectively interpret client requests to provide assistance and recommendations and communicate the requests to necessary personnel.
5. Prepare and present complex oral and written directions.
6. Train others in work procedures.
7. Establish and maintain a variety of filing, recordkeeping, and tracking systems.
8. Communicate effectively through various modalities.
9. Learns and applies emerging technologies and, as necessary, performs duties efficiently, organized, and timely.
10. Review situations and determine the appropriate course of action using judgment according to established policies and procedures; understands the scope of authority in making independent decisions.
11. Establish, maintain, and foster positive and effective working relationships with those contacted during work.

Education and Experience:

Equivalent to an Associate's degree from a regionally accredited college and three (3) full time equivalent years progressively responsible experience in the events industry.

Additional full time equivalent years of experience can be substituted for the required education on a year for year basis up to two (2) years.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by the time of appointment.

PHYSICAL DEMANDS

Must be able to work in a standard office setting and use standard office equipment, including technological devices; to communicate with individuals at various College and meeting sites; the ability to understand and comprehend written and electronic materials; and the ability to receive, review, and respond to communications in person, before groups, and over and through various media. This is primarily a sedentary office classification, although movement between work areas may be required. Positions in this classification occasionally may need to physically reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office environment and in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes.

Incumbents may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

Amended: 3/2020, 11/2022