

COPY

**City of Jasper
Job Description**

Job Title: EVENT COORDINATOR
Employee Name: XXXXXXXXXXXXXXXX SS # XXX-XX-XXXX
Department: Jasper Arts Department
Location: Jasper Arts Center
Shift: Set by Arts Department Director
Reports To: Arts Department Director
FLSA Status: Hourly, Non-exempt
Prepared By: Personnel Department
Prepared Date: 5/27/2020
Approved By: Arts Department Director
Approved Date: 5/27/2020
Emp. Category:: Permanent Part-Time
Salary Level: Set by Common Council

SUMMARY

Provides professional client services support in the planning, organizing and management of events within facilities operated by the Jasper Community Arts.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

Assist with planning and executing special events, including but not limited to Arts Festivals, Special Performances, Film Screenings, Community Events, Tradeshows, Conferences, Weddings, Receptions, etc.

Meet with prospective clients to organize meetings and/or events.

Coordinate with Facility Manager on facility availability and proper use.

Guide clients in preparation of events by interpreting and explaining contract provisions, policies, and procedures.

Keep clients informed as to the status of deadline schedules, including but not limited to floor plan submissions, meeting room set-up specifications, insurance requirements, and other relevant details.

Serve as primary liaison between clients and JCA staff.

Monitor in-house events, maintaining close contact with clients and JCA staff to ensure successful events. Follows-up on all client requests, concerns, and problems.

Seek new clients from within and, more specifically, outside of Dubois County.

Assist with marketing efforts up to and including design of materials, media releases, seeking new avenues to promote the arts.

Complies with all City of Jasper safety and health programs set forth by the Department and the City of Jasper and comply

with all policies as prescribed in the City of Jasper Employee Handbook.

Other duties may be assigned by the Arts Department Director.

Arts Department Director will establish weekly schedule of work hours. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. Flexible hours with some weekends and evenings required. An Employee Evaluation may be given annually. The job description does not constitute any employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) is required. B.A. from a four year university or college or equivalent experience preferred. Good writing and organizational skills required. Grant writing, marketing or fundraising experience preferred. Outstanding interpersonal skills for interfacing with the public, other departments, and outside vendors. Working knowledge of Microsoft Word, Excel, Access and Publisher preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Indiana Drivers License is required.

PHYSICAL DEMANDS The physical demands described here 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.

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; sit; reach with hands and arms; climb or balance and taste or smell. The employee must regularly lift and /or move up to 35 pounds, and occasionally lift and/or move more than 50

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and high, precarious places. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.