

City of Clarkston

POSITION DESCRIPTION

POSITION TITLE:	Special Events Coordinator	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Administration	JOB LEVEL:	
GENERAL POSITION SUMMARY:	The Special Events Coordinator is responsible for overseeing and managing all events. work closely with clients/staff to understand their needs and preferences and turn their vision into a reality. This involves selecting the perfect venue, negotiating contracts with vendors, managing the event budget, and creating a timeline for all aspects of the event.	SUPERVISES:	N/A
COST CENTER #:	General Administration	SUPERVISED BY:	City Manager

JOB SUMMARY:

The Special Events Coordinator is responsible for overseeing and managing all city events. Works closely with city staff and the public to understand their needs and preferences and turn their vision into a reality. This involves selecting the venue, negotiating contracts with vendors, managing the event budget, and creating a timeline for all aspects of the event.

ESSENTIAL JOB FUNCTIONS:

- Supervise Special Events, Responsible for solicitation, negotiating, contracting, and stewardship of all event hospitality in-kind accounts, including, sponsorships.
- Plans and manages the city's year-round events and event calendar.
- Plans and implements festival celebrations.
- Plans and implements all City sponsored events.
- Provides strategic direction and management for city events.
- Schedules, train, and supervise event volunteers.
- Secures appropriate permitting and venue contracts for all events.
- Secures and manages all event contractors and vendors.
- Works collaboratively with other city departments.
- Oversees event set-up and all special events managing the load-in and loadout processes.
- Collaborates with Communications Manager to create collateral materials to meet event needs and sponsor requirements.
- Manages event supply inventory including receiving shipments, organizing, and tracking supplies, and post-Festival cleanup in collaboration with the City's Public Works Department and others as needed.
- Working hours may include holidays, nights, and weekends.
- Other duties as assigned.

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Minimum Qualifications:

- Have a minimum of five years' experience in event planning and management.
- Experience working for a local government is a plus.
- Have a bachelor's degree and/or an equivalent combination of education and experience.
- Possess strong interpersonal and relationship-building skills.
- Excellent written and verbal communication skills.
- Be self-motivated and able to work effectively both independently and with a team.
- Possess superior organizational skills and the ability to prioritize, problem solve, and multitask.
- A demonstrated ability to work well within a diverse community.
- Exhibit a keen attention to detail, including follow-through and follow-up.
- Strong computer skills for Word, Excel, Database Software, and online event management tools such as Constant Contact and Eventbrite.
- A valid driver's license, reliable vehicle, and a clean driving record
- Required to work evenings and weekends.
- Ability to lift 30lbs.

EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

The Special Events Coordinator starting pay will be commensurate with the chosen candidate's qualifications and experience. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave. Interested candidates should submit a resume, cover letter, and professional references, via this online portal:

<https://www.cognitofrms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.

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