

EVENT SUPERVISOR

NATURE OF WORK:

Responsible for all aspects of the presentation of events in the facilities. Has broad authority to assure the event is successful from pre-event to post-event. Works closely with event presenters and user groups. Considerable independent professional judgment is exercised in solving problems within the assigned work area. Employee has regular contact with inside and outside sources in conjunction with the planning for and providing of services needed by facility users. Work is medium in nature but does require concentrated attention to prevent errors and is performed under normal working conditions.

Will be required to work odd or unusual hours.

SUPERVISION:

Employee is expected to function in an independent manner, reporting only unusual cases to the supervisor. Reports to the Events Manager. Supervises subordinate personnel essential to proper utilization of the facilities during an event.

ESSENTIAL JOB FUNCTIONS:

Assures readiness of items needed for events and performances in facilities. Consults with meeting planners and promoters prior to events to gather information to distribute to staff regarding the needs of the event. Informs groups utilizing the facilities as to the rules, safety precautions required in operating events.

Gives information to the public and prospective users regarding facilities, rental rates and schedules. Implements the District's event policies.

Prepares event billings and represents the facility when the event billings are presented and paid.

May assist with some contract work and in planning.

Promotes both internal and external guest services, including fellow employees, contract service providers, event planners and event attendees.

Performs related work as assigned.

REQUIREMENTS OF WORK:

Knowledge of modern principles and practices of business management in regard to production and facilities management.

Ability to analyze operating conditions and problems and recommend or take appropriate action. Ability to express self clearly and concisely electronically, orally and in writing. Ability to establish and maintain effective relationships with facility users, City and County officials, District Board, and general public.

Ability to plan, assign and direct the work of subordinate personnel needed in the utilization of facilities. Ability to communicate effectively with contracted services.

MINIMUM EDUCATION AND EXPERIENCE:

Graduation from an accredited four-year college or university with a related degree plus some experience in event management. Experience in event management may be substituted for education on a year-to-year basis.

SALARY AND STATUS

\$35,000 - \$42,000 Exempt