



EMPLOYEE NAME: _____

Revised: 10/11;6/23

JOB DESCRIPTION

POSITION TITLE: Event Coordinator	JOB CODE: 488K
DIVISION: Chief of Staff	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Events & Venue Management	WORKDAYS: Annual Administrative Employees
REPORTS TO: Senior Executive Director, Events & Venue Management	PAY GRADE: Level G (NK07)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Schedules assigned events and manages event contracts. Arranges room reservations and event space set-up. Primary contact for clients, assists with planning, reservations, and logistics. Maintains accurate and up-to-date event policies, and procedures.	

REQUIREMENTS:

1.	Educational Level: Bachelor’s degree or its equivalency required (2 years similar work level experience = 1 year college); a combination of experience and education may be used to meet the bachelor’s degree requirement
2.	Certification/License Required: None
3.	Experience: Two (2) years of experience in facility management, leasing, space use or another related field
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Ability to apply technology and innovation to improve efficiency and solve problems. Experience creating and updating Excel spreadsheets. Able to handle multiple tasks or projects at one time and meet assigned deadlines. Excellent interpersonal, initiative, teamwork, problem solving, independent judgement, organization, communication (verbal & written), time management, project management, and presentation skills. Proficient with computer applications and programs associated with the position. Strong attention to detail and follow up skills. Strong customer service skills and phone and email etiquette.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Interprets, negotiates, and initiates contracts for facility use in accordance with established Cobb County School District guidelines governing such use.
3.	Coordinates scheduling of facilities with local school contact persons to assure use is compatible with school facilities and not disruptive to school functions.
4.	Works with local school facility use supervisors to assure proper procedures are carried out.
5.	Prepares and submits reports detailing facility use as required.
6.	Provides professional client services in the planning, organizing, and managing of internal and external events, to include logistics, presentation and materials, and pre-and post-event evaluations.
7.	Coordinates necessary arrangements with other district departments (Maintenance, Public Safety, etc.)
8.	Assists clients either by phone, email, or in-person.
9.	Coordinates staffing for appropriate event coverage; set-up to breakdown.
10.	Produces contracts and invoices for events and provides payment information to appropriate personnel.
11.	Creates diagrams and floor plans with set-up requirements.
12.	Creates, maintains, and executes timelines for events.
13.	Checks set-up for scheduled events with oversight in some of the larger event venues.
14.	Provides on-site event support including after-hours and weekend events, and/or other venues as assigned.
15.	Periodically oversees and assists with set-ups as needed, moving tables, chairs, lectern, stanchions, and tear down.
16.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____