COBB COUNTY SCHOOL DISTRICT

EMPLOYEE NAME: _____

Created: 01/23; 03/23;6/23; 10/26

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Events & Venue Management	**JOB CODE:** 488M
DIVISION: Chief of Staff	**SALARY SCHEDULE:** Professional/Supervisory Support
DEPARTMENT: Events & Venue Management	**WORKDAYS**: 231
REPORTS TO: Executive Director, Events & Venue Management	**PAY GRADE:** Rank B (NK02)
FLSA: Exempt	**PAY FREQUENCY:** Monthly
PRIMARY FUNCTION: Supervises Events & Venue Management operations; provides leadership and supervision in all Events & Venue Management operations to allow the district and/or clients to provide high-quality events for the intended audience.	
REVISION DATES: 10/26	

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; Master's degree preferred.
2.	Certification/License Required: Valid Georgia Driver's License and safe driving record; must have, or be able to obtain within 60 days, a Class B Commercial Driver's License.
3.	Experience: 4 years of experience in event management, event production, inventory management, event logistics, or 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.	Provides the highest level of customer service while delivering high-quality resource management and logistics for multiple, sometimes concurrent or overlapping, corporate and public events of all sizes in a variety of venues.
3.	Works collaboratively with clients and Department staff to design, specify, plan and coordinate event elements to include furniture, décor, sound reinforcement, video presentation, video production, lighting, stage, electrical and support systems.
4.	Performs site visits with Department staff, clients, venue representatives and/or vendor/partner representatives to determine and specify production requirements.
5.	Supervises the creation of venue floor plans and scale drawings of event designs to detail necessary assets and plan for the load-in and implementation of specified event elements. Refers to architectural and electrical plans, diagrams, Life Safety Code, equipment manuals, contracts, show riders, and other available documents in preparing and executing event plans and designs.
6.	Coordinates necessary details and arrangements with other District departments (Maintenance, Public Safety, SPLOST, etc.).

7.	Writes event orders detailing client requests, event requirements, event schedules, setup specifications, and equipment needs. Creates, maintains, and executes timelines and logistics plans for events and coordinates plans with venues for load-ins and loadouts.
8.	Working collaboratively with the production staff, manages onsite activities including load-ins, loadouts, power, staging, rigging, labor, and deliveries.
9.	Develop, implement, and maintain procedures and/or systems to maximize operational efficiencies and costs.
10.	Supervises and maintains inventory management systems and processes, including inventory counts and equipment circulation.
11.	Manages and supervises the organization and storage of equipment, furniture, materials, and supplies. Ensures that all storage areas are consistently safe, structured, secure, and clean.
12.	Develops and maintains documentation for the proper setup, use, care, and maintenance of equipment.
13.	Supervises routine maintenance and repair of equipment and outsources repairs of equipment, as necessary.
14.	Recommends the purchase of event equipment, furniture, materials, and supplies.
15.	Manages shipping and receiving of materials. Makes deliveries and pickups, as necessary.
16.	Manages the loading and unloading of trucks to safely transport equipment, materials, and supplies to/from event venues. Safely operates trucks and other vehicles in accordance with state and federal laws, local ordinances, and district/department regulations.
17.	Manages vehicle fleets including coordination of necessary vehicle maintenance with the Fleet Maintenance department, fuels vehicles as needed and maintains internal/external cleanliness of vehicles.
18.	Develop plans and supervises the packing, transportation, load-in, setup, load-out, and restocking of a variety of production, furniture, and décor assets used in the execution and production of events.
19.	Provides on-site event support including after-hours and weekend events, and/or other venues as assigned.
20.	Supports the Executive Director with the overall management of day-to-day operations of the department.
21.	Supports the development and management of overall Events & Venue Management budget.
22.	Supervises the creation of the weekly crew work schedule.
23.	Supervises and maintains office technology resources, including physical assets, online platforms, and local software/applications.
24.	Assists in supervising Venue Management office.
25.	Performs other duties as assigned by appropriate administrator.

Signature of Employee_____ Date _____

Signature of Supervisor _____ Date _____