



EVENT COORDINATOR JOB DESCRIPTION

STATEMENT OF DUTIES:

The Event Coordinator will promote and market community festivals and events of the City of Mauldin to increase tourism. This position requires the candidate to take a hands-on approach to getting the job done. A highly motivated candidate will take the position and make it their own.

POSITION FUNCTIONS:

Community events begin with hands-on leadership and intricate involvement in every step of the process of planning, development and implementation. This position will require someone with exceptional organizational skills, innovative ideas, the ability to think on one's feet both creatively and critically, and someone who is personable and possesses superb communication skills.

Weekend and evening work will be a norm for this position and the candidate must maintain a flexible schedule and strong work ethic.

General Functions

- Manage all coordination of City Sponsored events to include but not limited to:
 - Season Planning to include band/amusement/food truck/vendor/lights & sound system research, Contract negotiations and required City departmental support
 - Work with the marketing coordinator to manage all marketing/social media/website tasks associated with each event
 - Site setup and post event clean up
 - Volunteers - assess need, recruit and train all volunteers
 - Sponsor recruitment/management
 - Create program schedule, secure speakers, write/distribute speakers notes
 - Day-Of onsite management
 - Processing quotes, invoices, receipts and required payment paperwork

- Team Support
 - Guest Services
 - Team meetings
 - Ticket sales (walk up/phone)
 - Provide additional staff support for productions when required



- Any other duties as assigned by Mauldin Cultural Center Manager

Supervision

Employee works under the general direction of the Mauldin Cultural Center Manager. Employee does exercise limited supervisory responsibilities over support staff both City employees and contracted staff.

Job Environment

Position requires independent judgment to locate, select, and apply the most pertinent practice, procedure, regulation, or guidelines to be applied in each situation. Employees are expected to understand, interpret, and explain to others the regulations and/or guidelines governing the work. The sequence of work and/or the procedures followed vary in each situation.

Errors can result in adverse public relations, personal injury/loss, injury to others, monetary loss, and legal repercussions to the City.

The position has constant contact with the public. Other contacts are with other city departments for the purpose of giving and/or receiving information and assistance. Contacts are often made in writing, in person, or on the telephone.

Physical and Mental Requirements

Employees are required to stand, walk, talk, listen, use hands, reach with arms and hands, climb, balance, stoop, kneel, and sit, up to 2/3rd of the time. Normal vision is required for this position. Equipment operated includes office machines and computers.

Education and Experience

- Bachelor's degree in fields related to event planning, hospitality, integrated marketing, or community development required
- 4+ years of experience in event planning required
- Marketing, communication, or design experience a plus
- Grant writing and fundraising skills a plus

Knowledge, Skills and Abilities

A candidate for this position should have experience in:

- Proficiency in Microsoft Word, Excel and Outlook required
- Ability to work on both PC and Mac interfaces desired
- Strong ability to manage multiple projects at once
- Exceptional verbal and written communication skills
- Exceptional organizational skills
- Well-developed time management, organizational and follow-through skills

Special Requirements

- Candidates for this position must possess a valid South Carolina driver's license.
- Ability to maintain flexible schedule, including some nights and weekends.