

## City of Rapid City Job Description

<b>Job Title</b>	The Monument Event Coordinator		
<b>Job Code:</b>	CCEV	<b>Job Family:</b>	
<b>Pay Grade:</b>	NU19	<b>Date Revised:</b>	2/11/2022
<b>FLSA Status:</b>	Exempt		

**General Summary:** This position is responsible for reporting to the Event Services Manager; the Event Coordinator provides day-to-day organizational and operational support in the development and execution of events held around the campus and facility. This individual is responsible for organizing and coordinating a wide variety of events and assisting other Event Managers to ensure that all the needs are met.

### Essential Duties and Responsibilities:

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Receives and responds to a variety of inquiries regarding the use of the facility by phone, in-person, and email, as well as conducts tours of the facility.
- Meets with potential renters to determine needs and to explain facility capabilities and policies. Plans and organizes preparations for and physical arrangements of events, such as room setup, electrical, audio/visual, technical, catering and staffing, then passes information on to various departments.
- Assists the Event Services Manager on aspects of facility booking. Maintains accurate and up-to-date records and files for all events prior to, during, and after each event within the booking software.
- Prepares and follows up on event contracts and insurance forms.
- Assists finance department with reviewing event invoices.
- Participates in staff meetings to communicate event requirements to all departments and is responsible for completion of all tasks and arrangements. Ensures the event is set up correctly and is ready prior to client's arrival.
- Analyzes procedures, gathers information and makes recommendations for improvement of services.
- Serves in rotation with other designated staff members as Manager on Duty for events.
- Works in coordination with the Guest Services Safety and Security Manager to ensure correct staffing is scheduled for events and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Assists the Event Services Manager with convention bid proposals and site visits with prospective clients.
- Participates in outside events such as tradeshow and conventions.
- Performs other duties as assigned.

### Qualifications:

#### Education and/or Experience:

Bachelor's degree from accredited four-year college or university; and/or three years direct related experience and/or training in the hospitality field.

**Certificates, Licenses, Registrations:**

Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**Working Conditions:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Ability to communicate effectively by oral and written methods as well as extensive organizational skills. Ability to anticipate and effectively deal with a significantly large number of details with concurrent and overlapping deadlines for completion. While performing the duties of this job, the employee is occasionally exposed to high, precarious places; outside weather conditions; and vibration. The noise level in the work environment is usually loud with frequent interruptions to be expected. Work a flexible schedule including early mornings, days, late evenings, weekends, holidays, extended (Long) workdays and extended number of days.

**Physical Demands:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit; use hands to find, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop; kneel; crouch, or crawl and taste and smell. The employee must be able to lift and/or more up to 10 pounds.