

JOB DESCRIPTION

**Town of Ashland City
Parks Department
233 Tennessee Waltz Pkwy**

CLASSIFICATION TITLE:	Event Coordinator
DEPARTMENT:	Parks Department
REVISION DATE:	08/16/2023
REPORTS TO:	Parks Director
EMPLOYMENT STATUS:	Seasonal
FLSA STATUS:	non-exempt
PAY RANGE:	Pay grade level 0

JOB SUMMARY

This is a seasonal position that works under the direction of the Parks Director to develop event concepts and plan, organize, and coordinate event logistics. Events may be on-going or may be yearly events. Responsibilities may include determining type of event; identifying and securing event entertainment and activities; determining, space, equipment, and volunteer requirements. Recruiting and securing event sponsors; and monitoring vendors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, coordinates, implements, and monitors the logistical details of special events which includes determining scheduling, supply needs, and volunteer requirements.
- Monitors event facilities, volunteers, actives, and supplies during events.
- Implements event marketing and event plans.
- Plans the logistics of the events.
- Recruit vendors/sponsors for events.
- Reviews permits for events.
- Identifies and resolves vendor issues.
- Reviews and prepares reports and spread sheets of the events consisting of vendor counts and issues.
- Responds to requests for information from the public, staff or interested parties. Answers routine questions concerning upcoming events or rules of an event.
- Must be able to attend Parks Board meeting usually once a month but may include twice a month during busier times.
- Be able to work nights and weekends, depending on the event schedule.
- Performs other duties of a similar nature.
- Performs any other related work as required.

QUALIFICATIONS

- Graduation from an accredited high school or GED equivalent.
- Experience in event planning and office environment.
- Must be willing to attend multimedia classes and other classes related to this position.

EQUIPMENT OPERATED

- Computer, printer, various office machines (phone, calculator, copier, etc.)
- Microsoft Office Suites
- Cell phone

WORKING CONDITIONS

- Working conditions are outside. May be subject to inclement weather and/or weather extremes during events.
- Some working environments will be in an office setting.

USUAL PHYSICAL DEMANDS

- Must be able to lift 25lbs.
- Considerable periods of standing/sitting
- Subject at times to cold and hot

EMPLOYEE AWARENESS

- Implement and assure adherence to The Town of Ashland City policies and procedures regarding Equal Employment Opportunity.
- Adheres to The Town of Ashland City initiative on business ethics and conduct.
- Adheres to The Town of Ashland City IT and Web policies.
- Adheres to federal/state laws and relations regarding MSDA, OSHA and EPA compliance.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job, or to require that other, or different tasks be performed when circumstances change (i.e., emergencies, changes in personnel or workload, etc.).

MANAGEMENT APPROVAL

Manager's Signature

____/____/____
Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

Employee's Signature

____/____/____
Date