

City of Sugar Hill

Title: Events Coordinator
Status: Full Time
Reports To: Manager of Events and Cultural Programming

Job Summary

This full-time, exempt position is responsible for assisting the Manager of Events and Cultural Programming in the planning and executing of events in various city-owned venues, as well as leading in the organizing of third party rental events throughout the city. The employee will work diligently to engage resident groups, schools, community groups, and others organizations to host their events in Sugar Hill.

Major Duties

- Plan and implement free, city-sponsored events in various city-owned venues, particularly its downtown, community plaza, amphitheater and theater. This is subject but not limited to booking bands, hospitality, marketing and promotion.
- Assist the Manager in all ticketed and large scale city-sponsored events.
- Serve as point of contact and leader of multiple groups during events including volunteers, staff and guests.
- Plan for and coordinate the scheduling of private events, rentals events, and third party events on city downtown property; execute city policies and provides information regarding fees, processes, insurance and regulations regarding events.
- Build relationships with community groups, prospective sponsors, schools, home owners associations and churches.
- Secure vendors and compiles vendor database; maintains inventory of supplies and equipment needed for community events.
- Oversee rental events in amphitheater and theater.
- Prioritize punctuality and professionalism.
- Perform other related duties as assigned.

Knowledge & Skills Required

- Knowledge of event planning and logistics.
- Knowledge of computers and job-related software, including spreadsheets and databases.
- Skill in coordinating various aspects of large and small-scale events.
- Skill in preparing reports and communicating information clearly and effectively, orally and in writing
- Skill in researching complex issues and forming appropriate opinions and recommendations.
- Skill in managing and prioritizing multiple projects.
- Skill in soliciting sponsorships and managing vendor expectations.
- Skill in motivating and coordinating the work of volunteers.
- Skill in establishing, nurturing and maintaining effective working relations with department heads, city employees, community organizations, state and regional agencies the general public.

Supervisory Controls

This position is under the direct supervision of the Manager of Events and Cultural Programming. The Events Coordinator assigns work in terms of very general instructions and spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

Complexity/Scope of Work

The work consists of varied event planning, public relations, and marketing duties. Multiple demands and time constraints contribute to the complexity of the work. Successful performance contributes to the promotion of the city's brand image, events, programs and initiatives.

Physical Demands/Work Environment

The work environment is typically performed while sitting at a desk or table with long periods of time. However, standing, walking, and moving around is sometimes required both inside and outside in hot, cold, and sometimes inclement weather. The employee may lift light objects, climb ladders, use tools or equipment requiring a high degree of dexterity and distinguishes between shades of color and utilizes the sense of smell.

This position requires flexible hours.

Supervisory and Management Responsibility

Responsible for the recruitment, training, management and direction of volunteers assigned to event management functions and activities. During special events, serves as the lead manager of volunteers and interns tasked to the event. The Events Coordinator may be required to direct the activities of both part-time staff as well as volunteers.

Minimum Qualifications

Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to events, recreation, planning, hospitality or related field.

Experience necessary to sufficiently and thoroughly understand the work of all community and special event positions and be able to answer related questions and resolve problems, usually associated with two (2) to five (5) years of experience or service.

Possession of a valid driver’s license issued by the State of Georgia.

Ability to successfully pass a criminal background check and drug screening.

Acknowledgement and Acceptance of Job Description

Employee Date

Department Head Date

City Clerk Date

City Manager Date