

# Convention Center Authority

**Position Title:**

**Event Coordinator**

|                        |  |
|------------------------|--|
| <b>Position #:</b>     |  |
| <b>Salary Grade:</b>   |  |
| <b>Effective Date:</b> |  |
| <b>Revision Date:</b>  |  |

|                                     |                   |
|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | <b>Exempt</b>     |
| <input type="checkbox"/>            | <b>Non-Exempt</b> |

|                                     |                  |
|-------------------------------------|------------------|
| <input checked="" type="checkbox"/> | <b>Full-Time</b> |
| <input type="checkbox"/>            | <b>Part-Time</b> |
| <input type="checkbox"/>            | <b>Seasonal</b>  |

**Indicate Employee Type**

|                                  |                          |
|----------------------------------|--------------------------|
| <input type="radio"/>            | Administration           |
| <input type="radio"/>            | Sales/Marketing          |
| <input checked="" type="radio"/> | Event & Guest Services   |
| <input type="radio"/>            | Operations               |
| <input type="radio"/>            | Finance & Administration |
| <input type="radio"/>            | Food & Beverage Services |

**POSITION SUMMARY:** In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of the Senior Event Manager, performs various duties in the coordination and production of small, local, and/or short-term business including meetings, banquets, special events, and public functions. They also provide event coverage assisting the Event Managers on larger, regional, or national meetings/events.

**PRINCIPAL POSITION RESPONSIBILITIES/DUTIES:** Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions.

| RESPONSIBILITIES/DUTIES |   |
|-------------------------|---|
| 1.                      | Assist the Event Manager(s) and Senior Event Manager with coordination and coverage of assigned events.   |
| 2.                      | Contacts lessees to determine specific needs of events and records information for distribution to appropriate staff.   |
| 3                       | Produce complete event documents.   |
| 4                       | Produce computer drawn floor plans detailing set-ups and requirements that comply with all life safety/fire codes, and obtains fire marshal approval of those required. |
| 5                       | Guides clients in preparation of events by interpreting and explaining contract/handbook provisions, policies and procedures  |
| 6                       | Supervises and approves set-ups for events and works with clients to make necessary changes   |
| 7                       | Monitors in-house events, maintaining close contact with clients and facility staff to ensure successful events.  |
| 8                       | Follows-up on all client requests, concerns and problems.   |
| 9                       | Maintains detailed files concerning each event  |
| 10                      | Acts as Manager on Duty for assigned events   |
| 11                      | Prepares billing documents  |
| 12                      |   |
| 13                      |   |
| 14                      |   |
| 15                      |   |
| 16                      |   |
| 17                      | <b>Perform additional duties as assigned.</b>   |

**Job Evaluation Factors (Check all that apply)**

|  |  |                                     |                                 |
|--|--|-------------------------------------|---------------------------------|
| <b>Formal Education</b><br><i>(Minimum Required)</i> | <input type="checkbox"/> H.S. Diploma or GED preferred           | <input checked="" type="checkbox"/> | Bachelor's Degree preferred     |
|  | <input type="checkbox"/> Vocational or Technical School required | <input type="checkbox"/>            | Education/Experience Equivalent |
|  | <input type="checkbox"/> Associate's Degree preferred            | <input checked="" type="checkbox"/> | Other:                          |

|  |   |                         |  |
|--|---|-------------------------|--|
| <b>Minimum Experience</b><br><i>(Minimum Required)</i> | <input type="checkbox"/> None   | <b>Impact On Budget</b> | <input checked="" type="checkbox"/> Contributory |
|  | <input checked="" type="checkbox"/> One to three years  |                         | <input type="checkbox"/> Direct                  |
|  | <input type="checkbox"/> Three to five years  |                         | <input type="checkbox"/> Other:                  |
|  | <input checked="" type="checkbox"/> Other: 1 year of convention center, conference center, or hotel event coordination or convention service work or any combination of education and experience equivalent to these requirements |                         |  |

|   |   |
|---|---|
| <b>Decision Making</b><br><i>(level of direction &amp; supervision)</i> | <input type="checkbox"/> Little independent judgment required   |
|   | <input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines |
|   | <input type="checkbox"/> Establish Policy & Procedures  |
|   | <input type="checkbox"/> Other:   |

|  |  |
|--|--|
| <b>Problem Solving</b><br><i>(Typical level encountered over extensive period of time)</i> | <input checked="" type="checkbox"/> By reporting and/or talking to supervisor            |
|  | <input checked="" type="checkbox"/> Choices defined in standard work procedures/policies |
|  | <input checked="" type="checkbox"/> Methods chosen before in similar situations          |
|  | <input checked="" type="checkbox"/> Identification and analysis of diverse problems      |
|  | <input type="checkbox"/> Complex, varied and only mildly related to those seen before    |
|  | <input type="checkbox"/> Requires understanding/evaluation of impact upon the CCA        |
|  | <input type="checkbox"/> Other:  |

|                          |  |
|--------------------------|--|
| <b>External Contacts</b> | <input type="checkbox"/> External communication is minimal                                 |
|                          | <input checked="" type="checkbox"/> Regular contact with general public                    |
|                          | <input type="checkbox"/> External contacts involving difficult formal negotiations         |
|                          | <input checked="" type="checkbox"/> Effectively deal with diverse groups and organizations |
|                          | <input type="checkbox"/> Other:  |

|   |  |
|---|--|
| <b>Supervisory Responsibility</b><br><i>(Typical level encountered over extensive period of time)</i> | <input type="checkbox"/> None  |
|   | <input type="checkbox"/> Authority limited to direction of temporary employees only  |
|   | <input type="checkbox"/> Orient/train others; may act in a lead capacity   |
|   | <input checked="" type="checkbox"/> Provide leadership/direction to staff on event related issues  |
|   | <input type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results                          |
|   | <input type="checkbox"/> Overall responsibility to provide direction and guidance  |
|   | <input checked="" type="checkbox"/> Other: May coordinate staff members in the production of events.<br><br>Number of Direct Reports: None |

|  |  |  |
|--|--|--|
| <b>Job-Related Knowledge</b><br><i>(knowledge of...)</i> | <input checked="" type="checkbox"/> Good skills in oral/written communication  | <input type="checkbox"/> Microsoft Publisher   |
|  | <input checked="" type="checkbox"/> Microsoft Word   | <input checked="" type="checkbox"/> AutoCad  |
|  | <input checked="" type="checkbox"/> Microsoft Excel  | <input checked="" type="checkbox"/> Financial Management   |
|  | <input checked="" type="checkbox"/> Microsoft PowerPoint   | <input checked="" type="checkbox"/> Administrative principles/practices  |
|  | <input type="checkbox"/> Microsoft Access  | <input checked="" type="checkbox"/> Computers  |
|  | <input checked="" type="checkbox"/> Microsoft Outlook  | <input type="checkbox"/> Other:  |
|  | <input checked="" type="checkbox"/> Excellent organizational, planning and interpersonal skills  | <input checked="" type="checkbox"/> Ability to prioritize multiple projects  |
|  | <input type="checkbox"/> Demonstrate problem solving and communication skills  | <input checked="" type="checkbox"/> Professional presentation, appearance and work ethic   |
|  | <input checked="" type="checkbox"/> Adhere to and enforce all laws, codes, ordinances, risk management, safety precautions and emergency procedures          | <input checked="" type="checkbox"/> Ability to work under limited supervision and to interact with all levels of staff, including management |
|  | <input checked="" type="checkbox"/> Must have the physical ability to maneuver around the facility, at times, walking and/or standing up to 8-10 hours daily | <input checked="" type="checkbox"/> Flexible work schedules; will include nights, weekends and holidays                                      |
|  | <input checked="" type="checkbox"/> Knowledge of coordination/service techniques for meetings, banquets, special events, and public functions                |  |

**WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)**

|   |  |   |  |
|---|--|---|--|
| <b>Working Conditions</b>                                     |  | <b>Physical Effort</b>  |  |
| <input checked="" type="checkbox"/> Office, computer room     | <input checked="" type="checkbox"/> High noise environment       | <input type="checkbox"/> Typically sitting at a desk or table               | <input type="checkbox"/> Lifting 11-25 lbs                 |
| <input checked="" type="checkbox"/> Service Areas             | <input type="checkbox"/> High dust, dirt, grease environment     | <input type="checkbox"/> Typically standing or walking                      | <input checked="" type="checkbox"/> Lifting 25 lbs or more |
| <input checked="" type="checkbox"/> Flexible work schedules   | <input checked="" type="checkbox"/> Exposure to moving machinery | <input checked="" type="checkbox"/> Bending, crouching, stooping            | <input type="checkbox"/> Using Power Tools                 |
| <input checked="" type="checkbox"/> Valid TN Driver's License | <input type="checkbox"/> Exposure to chemicals                   | <input type="checkbox"/> Running, climbing                                  | <input checked="" type="checkbox"/> Using Pallet Jack      |
| <input type="checkbox"/> Travel Required                      | <input type="checkbox"/> Outdoor exposure to weather             | <input checked="" type="checkbox"/> Intermittently sitting/standing/walking | <input checked="" type="checkbox"/> Using Utility Carts    |
| <input checked="" type="checkbox"/> Exposure to Customers     | <input type="checkbox"/> Requires Pre-employment Physical        | <input type="checkbox"/> Climbing ladders/scaffolds                         | <input type="checkbox"/> Using Forklift                    |
|   |  | <input type="checkbox"/> Lifting 10 lbs or less                             | <input checked="" type="checkbox"/> Driving CCA Vehicle    |

Employee Print  
Name/Date \_\_\_\_\_

Date: \_\_\_\_\_

I have read and understand the job requirements.

Employee's Signature \_\_\_\_\_

Supervisor Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Copies to: Employee  
Department Director  
Personnel File

For HR Use Only (Do not write below this line):