

## **EVENTS COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for planning and coordinating the various activities essential to the efficient operation of the Arena and Forum when contracted for scheduled events. The incumbent coordinates the financial arrangements between the County, promoters and performers, keeping abreast of all negotiated agreements and assuring that specifications and conditions for the event are met. Under general supervision, and with considerable leeway allowed in the exercise of independent judgment, an employee in this class is responsible for performing a variety of tasks, including the more technical and administrative duties required in the operation of the facilities. The Events Coordinator supervises a subordinate staff of clerical, maintenance and security personnel. Performs related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Coordinates between the building user, building personnel, show vendors, security and the county, the arrangements for all events;

Negotiates a financial settlement between the County and the promoter or leasee for all events, as directed by the Commissioner of Parks and Recreation;

Assumes responsibility for the business accounting and contract settlements for activities;

Coordinates with promoters on all events to assure the correct number of seats, tickets, security and personnel necessary for a successful event;

Schedules, assigns and supervises the maintenance, custodial and security personnel as necessary;

Maintains the events calendar, keeping track of all scheduled events at the Arena and Forum;

Represents the Arena and Forum in speaking engagements and promotional activities when assigned;

Assists in the preparation of the annual budget, prepares monthly financial reports and is responsible for short term investing of advance ticket sales.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the financial arrangements negotiated for the use of a public facility by a promoter or performer for staging various types of events;

Good knowledge of general accounting procedures;

Good knowledge of public relations techniques;

Ability to plan, direct and supervise the work of others;

Ability to communicate effectively both verbally and in writing;

Ability to establish and maintain successful relationships with others;

Resourcefulness;

Initiative;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and one year of experience in office management, contract negotiations, business administration or a closely related field; OR
- B) Completion of at least sixty (60) semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and three years of experience in office management, contract negotiations, business administration or a closely related field; OR
- C) An equivalent combination of training and experience as indicated by the limits of A) and B) above.

NOTE: Education beyond a Bachelor's degree cannot be substituted for the one year of indicated experience.