

Events Coordinator

General Statement of Duties

The Events Coordinator is a 16 to 19 hour per week part-time (PT) position that primarily performs work in planning, organizing, promoting, implementing, and supervising special events. Additional duties include performing administrative office duties and working with outside agencies on co-organized events. The position may be converted into a full-time position at the Town Council's discretion within a year of hire.

Work is performed in accordance with policies and procedures and requires the application and interpretation of programs and procedures. The employee must exercise considerable independent judgement and initiative. Work is performed under the direction of the Town Manager and is evaluated through success of Town-sponsored events, parks and communication with our residents and visitors.

Specific Duties and Responsibilities

Essential Duties and Tasks

- Organizes, budgets, markets, and manages all special events by the Town, including, but not limited to, Farmers' Market, Craft Shows, Spring Community Yard Sale, Easter Egg Hunt, Food Truck Festival, July 4th Fireworks, Christmas Parade, Christmas Tree Lighting, Annual Festival, Concerts and Movies; coordinates with outside organizations relating to cosponsored events.
- Coordinates vendors, musicians, amusement, rides, food, concessions and related activities and is responsible for contracts when required.
- Collects all necessary W-9s from vendors, musicians, amusement, rides, food, and concessions when appropriate.
- Serves as Events Committee Liaison, creates the Events Committee's Monthly Agenda Packet, distributes Monthly Agenda Packets to committee members, attends Events Committee's monthly meeting, takes and distributes minutes of monthly meetings, report Event Committee goals, objectives, and recommendations to Town Council during the Town's monthly meeting, and works with Events Committee to effectively plan, manage and administer all town events.
- Takes photos and videos of Town-sponsored events and/or Town-affiliated events.
- Works with Burke County REACT to secure traffic control at all pertinent events.
- Works with Burke County Sheriff's Deputies for public safety at all pertinent events.
- Recruits, trains, assigns, and supervises volunteers to assist with town events.
- Works all town events including nights and/or weekends.
- Coordinates Yearly Town Council Christmas Dinner with all pertinent elected, hired and contracted members of the Town.
- Promotes renting the Auditorium in and around the community for stage performances, dance recitals, cheer competitions, etc.
- Works with Hildebran business community and others to solicit sponsorships for event funding.
- Represents the Town with other community organizations, committees, and councils.
- Works with outside agencies to ensure promotion of town amenities in programs such as the NC Foothills Experience.
- Creates marketing materials and oversees distribution of marketing materials for all Town events.
- Shares responsibilities with other employees in answering the phone, provides information on Town rental policies and services, assists citizens with complaints/concerns so as to resolve problems expeditiously or refers the individual to the appropriate official; takes messages when necessary.
- Shares responsibilities with other employees in regard to opening/closing town hall.
- Builds relationships with newspapers in order to obtain free publicity.
- Compiles events info for any mass mailings.
- Gives tours of facilities to prospective renters/lessees.

- Compiles statistical information in regard to events.
- Keeps work area organized.
- Must be willing to use personal vehicle for all work-related travel and events.
- Assists with any other duties assigned by Town Manager.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

Some knowledge of the organization and functions of town government.
 Considerable knowledge of standard modern office administrative practices and procedure.
 Considerable knowledge of the principles of grammar, spelling, composition and basic math.
 Considerable knowledge of property management preferred.
 Considerable knowledge of marketing strategies for facilities and special events preferred.
 Considerable knowledge of social media.
 Knowledge of theatrical products such as lighting, sounds, stage management etc. desired.
 Working knowledge of office technology and related information technology, including, but not limited to, Microsoft Office applications.
 Working knowledge of smartphones and associated photo/video technologies to create images and videos for social media.
 Ability to establish and maintain effective working relationships with both Town officials and the general public.
 Ability to exercise sound judgment in making decisions in conformance with Town policies.
 Ability to effectively communicate orally and in writing, especially Town policies and objectives.
 Ability to handle confidential information.

Physical Requirements:

Must be able to physically perform the basic life operational support functions of reaching, walking, fingering, talking, hearing, and repetitive motions.
 Must be able to perform light duty work exerting up to 20 pounds of force to lift, carry, push, pull, or otherwise move/lift objects.
 Must possess the visual acuity to compile and compute data and statistics, maintain records and files, conduct visual inspections and operate a computer terminal.

Desirable Education and Experience:

Preferred qualifications are an A.A. in Business Administration/Communications/Marketing/Office Administration/Hospitality Management and two (2) years of experience in event planning and marketing, preferably in a governmental setting; or an equivalent combination of education and experience.

Special Requirements:

Ability to attend training as requested. Ability to work nights and/or weekends during town events. Must cross-train for other duties as needed.
 Must have and maintain a valid North Carolina driver's license.

Salary:

Hiring range: \$20 - \$22 per hour (Depending on Qualifications)

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