

## **LANE EVENTS CENTER EVENTS COORDINATOR**

### **DEFINITION**

Under supervision, to perform a variety of specialized Lane Events Center administrative and technical work related to the planning and oversight of Events and shows at the Lane County Events Center/Fairgrounds, Ice Arena and Lane County Fair; to perform office support duties; and to perform other related duties as assigned.

### **CLASS CHARACTERISTICS**

The primary function of this position is to perform event coordination as a support service to the Lane County Events Center/Fairgrounds, Ice Arena, and Lane County Fair. Incumbents in this classification assist with the basic administrative and technical phases of administrative functions at the Lane County Events Center/Fairgrounds, Ice Arena, and Lane County Fair.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisory and management personnel.

Provides technical and functional supervision to other employees.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to the following:

Corresponds with Lane Events Center clients, collects/organizes event details including space needs assessment, competitive events, equipment needs and set up, electrical specifications, security and staffing details, food and beverage selections etc; communicates with other essential departments such as events operations staff and catering; creates event diagrams/layouts.

Interfaces with catering and concessions staff on a daily basis regarding event location, menu selection, service options, service schedule, and catering equipment needs and set up, alcohol service, per cap analysis for both food and beverage services. Analyzes alcohol operations, works with food and beverage to create security and staffing plans to ensure patron safety and facility adherence to all OLCC rules and regulations.

Analyzes and coordinates security and staffing plans for each event including evaluating security/staffing needs inside the buildings, surrounding the premises, restroom monitors, etc.

**EXAMPLES OF DUTIES** (con't)

Maintains & customizes EventPro software database for tracking all events on the grounds from start to completion. This includes logging of daily communications with clients, vendors and contractors, creating and producing event reports, revenue produced vs. revenue projections in building, equipment, staffing, and catering revenue.

Backs up event sales when sales professional is unavailable; suggests potential events for sales professional to pursue; identifies opportunities to upsell facility features to further benefit the Events Center/Fair.

Assists with the creation and customization of events at the Lane Events Center in accordance with industry standard. Conducts market research on comparable facilities and current trends in event planning/management; has continued awareness of local, regional and national events.

Assists with the coordination of fair events which include: working with commercial and food vendors, assisting with booth layouts, database management, power/equipment needs/requirements, active solicitation of additional vendors; creation of accompanying documentation centering around Fair rules, regulations, health and fire code; vendor sales reporting/auditing and parity pricing.

Provides administrative support, which includes: preparing and proofing reports, notices, and correspondence; attending meetings; overseeing and maintaining office filing system; prescreening and sorting mail; monitoring phones; greeting and assisting walk-in patrons/clients; writing receipts; selling RV permits.

Confers with department officials and assists in administrative procedures specific to event functions and Fair.

Analyzes and develops office methods, reports, procedures, manuals, and forms relative to the delivery of event details to event operation staff and catering departments.

May perform financial support activities for a division or work unit including assisting with the division or work unit budget preparation and administration; may track and monitor expenditures. Projects revenue for specific events, event facilities, equipment, catering and concessions, Fair commercial and food vendors.

Develops recommendations for improvement of procedures and coordination of division or work unit functions.

Participates in the preparation and administration of contracts.

Conducts special projects related to division or work unit administrative services upon request.

Coordinates Adherence to Fire Codes as prescribed by Eugene Fire Marshal and Building Codes.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Event planning, including: logistics preparation, seating/tabling arrangements, ticket sale procedures, manifests, ingress/egress safety requirements.

Catering procedures for large groups and Oregon Liquor Control Commission requirements.

Principles of sales.

Modern office procedures, methods and computer equipment.

Data collection techniques.

EventPro or other comparable event software.

Principles of crowd control and management.

Basic understanding of building and fair codes.

Correct English usage, spelling, grammar and punctuation.

Basic financial and statistical record-keeping practices.

Relevant policies and procedures.

Ability to:

Coordinate the management of events.

Arrange for security at different events and shows.

Coordinate traffic patterns at different events.

Understand, interpret, and apply department and program rules, procedures and policies with good judgment, while carrying out a variety of technical and administrative support duties.

Analyze situations and adapt an effective course of action.

Coordinate a variety of administrative and staff support functions.

Prepare and maintain a variety of records.

Operate a variety of office equipment, including calculators, copiers, and computer terminal.

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Lane Events Center Events Coordinator (continued)

Ability to: (con't)

Assemble data and prepare summaries, analysis, recommendations, and reports.

Provide a variety of program and policy information to the public and County staff.

Serve as a liaison and coordinate with the public and other public agencies including the Fire Marshal, City and County Officials.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Evaluate and prioritize workload.

Work independently and as a team player.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. College level training in marketing/public relations/business or event management is desired, supplemented by course work in business, personnel or public administration or a related field. Bachelors degree is preferred.

Experience:

Two years of responsible experience in the coordination of events.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

If required to drive, must be in possession of a valid driver's license at time of application, and a valid Oregon Driver's license by the time of appointment.

First Aid/CPR Certificate preferred or the ability to obtain within 6 months of date of hire, and to maintain.

Classification C055 Lane Events Center Events Coordinator established 08/21/10 per Board Order 10-8-25-1. This is an AFSCME represented classification.  
Replaces N7011 Administrative Support Assistant – Events Coordinator (a non-represented classification), established 12/10/08 per Board Order 08-12-10-7.