



## City of Irving Job Description

### Special Events Supervisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Parks & Recreation
<b>Job Code:</b>	30191	<b>Reports To (Job Title):</b>	Recreation Services Manager

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#### PURPOSE

Develops themes and comprehensive, documented event plans for festivals, events and community promotion programs. Develops partnerships, secures sponsorships and solicits donations for citywide special event programming.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Manage the overall development, planning, design and coordination of events.
- Negotiate terms and conditions of contracts.
- Supervise Special Events Coordinator, volunteers, and contracted event labor/personnel.
- Develop partnerships, secure sponsorships, solicit donations, and apply for grant funding.
- Interface with Corporate Communications to ensure that appropriate branding and messaging objectives are met.
- Develop and maintain timelines, scheduling, and rehearsals for assigned festival and event duties.
- Develop budgets, event layouts and operational needs.
- Work with vendors, volunteers, community groups and other City departments to further event objectives.
- Write, edit and produce scripts for event productions.
- Coordinate technical audio and visual aspects of event production.
- Oversee procurement of supplies and equipment related to event production.
- Prepare event marketing materials to include: news releases, website content, print advertising, and promotional literature.
- Perform other related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Coordinate Parks and Recreation Department December Awards Program.
- Coordinate Summer One-Act Play Competition.
- Research and recruit performing artists.
- Facilitate Voluntary Advisory Council Meetings.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 1 employee, as well as 10-15 contract laborers and/or volunteers.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Oversee and create Citywide Special Event budget, seek sponsorships, donations, and grant funds

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Public Relations or a closely related field.

### **EXPERIENCE**

- At least four (4) years of experience, with one (1) year of supervisory experience, is required.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas Driver's license, or the ability to obtain one, is required.

### **KNOWLEDGE OF**

- Project Management: How to employ effective techniques to plan events, as well as prepare work plans to address long term goals and needs for projects.
- Public Relations, Journalism, and Marketing
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite.

### **SKILLS AND ABILITIES IN**

- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Project System Ability/Multi-tasking: Managing multiple complex projects while working with a variety of software packages, tasks, and projects at the same time.

## **GUIDANCE RECEIVED**

### **Accepted Methods and Procedures**

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

## **CONTACTS**

This position explains sometimes complicated information to other staff members, up to the level of a division manager or Assistant Director. Externally, the position engages local civic organizations, media contacts, non-profit organizations, Irving ISD and business community.

## **EQUIPMENT AND PROPERTY**

This position utilizes a computer and various office equipment, a camera, and measuring tools.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, talk, and/or walk. Frequently, s/he is required to carry, drive a vehicle, lift up to 10 pounds, push, pull, reach, sit, and/or stand. S/he occasionally is required to climb, grasp, handle, feel, and/or kneel.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee occasionally is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.