



City of Irving Job Description

Special Events Supervisor

FLSA Status:	EXEMPT	Job Department:	Parks & Recreation
Job Code:	P191	Reports To (Job Title):	Recreation Services Manager

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.