



City of Irving Job Description

Special Events Coordinator

FLSA Status:	EXEMPT	Job Department:	Parks & Recreation
Job Code:	P431	Reports To (Job Title):	Special Events Supervisor

PURPOSE

Develops themes and comprehensive event plans for festivals, events and community promotion programs. Provides continued input toward improving festival and event activities, appearance and total guest experience.

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 and coordination of events.
- Negotiate terms and conditions of contracts.
- Supervise contracted event labor/personnel.
- Interface with Corporate Communications to ensure that appropriate branding and messaging objectives are met, and provide information for website, promotional literature, and social media.
- Develop and maintain a timeline 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.
- Supervise and facilitate event production rehearsals.
- Coordinate technical audio and visual aspects of event production.
- Prepare requisition for supplies and equipment related to event production.
- Oversee procurement of supplies and equipment related to event production.
- Assist with special event rentals.
- Research, identify, and recruit performing artists.
- Research grant funding and corporate sponsorship opportunities.
- Assist with RFPs and RFQs for contracts related to special events.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Coordinate internal department events.
- Conduct broadcast promotion interviews on Irving Community Network Television (ICTN).

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 10-15 parks and recreation staff, contract laborers and/or volunteers.

FINANCIAL / BUDGETARY RESPONSIBILITY

Tracking Citywide Special Event budget.

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; Marketing; Parks and Recreation Management; Parks, Recreation, and Sport, or a closely related field.

EXPERIENCE

- At least two (2) years of relevant experience.

CERTIFICATES, LICENSES, REGISTRATIONS

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

KNOWLEDGE OF

- Communications: Techniques and methods of communication, including alternative ways to inform and entertain via written, oral, and visual media.
- 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.
- Media Relations & Strategy: Processes, techniques, and strategies for obtaining media coverage, which includes strategic planning and measurable tactics to attract visitors to targeted websites and/or social media channels. This includes journalism principles.
- Sales and Marketing: Principles and methods involved in showing, advertising/promotion, and selling services and locations.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City; particularly, the Microsoft Office Suite, One Drive, and Teams.

SKILLS AND ABILITIES IN

- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Budget Management: Developing plans and budgets; comparing them against actual activity.

- **Project System Ability/Multi-tasking:** Managing multiple complex projects while working with a variety of software packages, tasks, and projects at the same time.
- **Information Organization:** Finding ways to structure and classify pieces of information from multiple sources.
- **Cooperation:** Establishing and maintaining positive working relationships with those contacted in the course of work.
- **Negotiation:** Bringing others together to reconcile differences.
- **Creativity:** Developing innovative ideas and identifying creative angles about a given topic or situation. This includes developing story lines.
- **Interviewing/Media Relations:** Using oral language, social perceptiveness, and reasoning skills simultaneously to conduct and/or field interviews with promotional value.

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 regularly interacts with vendors, sponsors, local civic organizations, media contacts, non-profit organizations, Irving ISD and business community.

EQUIPMENT AND PROPERTY

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

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 is constantly required to listen, see, talk, and walk. Frequently, s/he is required to carry, drive a vehicle, lift up to 10 pounds, push or pull, reach, sit, and stand. Occasionally, s/he is required to climb, grasp, and 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 may encounter extreme temperature or weather conditions. The noise level in the work environment usually is 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.