

Recreation Event Coordinator

Manages and oversees the planning and execution of live events for an organization. Defines the strategy and tactics to achieve the event objectives. Identifies and confirms the location within the city for the event venue. Develops a vendor network and negotiates contracts for catering and other event support services. Also manages pre-event activities and post-event evaluations. Monitors and controls event budgets and prepares periodic management reports for Mayor, Recreational Commission, and Council.

Works within established annual hours bucket not to exceed 400 hours per fiscal year (July to June).

Attends monthly Recreational Committee meeting currently scheduled for the last Tuesday of every month from 5:30-6:30 in the Council Room at City Hall.

Coordinates, plans and executes events including July 4th Fireworks Celebration, Food Truck Calendar, and Summer Park activities. Develops and manages a comprehensive event project plan for all setup tasks, promotional items (community newsletter content and facebook notifications), literature, bookings, and other details. Researches and recommends events. Implements an event strategy to achieve objectives. May be responsible for planning larger or more complex events. May lead a team of volunteers to assist in planning and carrying out related tasks.

Creates an Annual Events Calendar for publication to be submitted to Mayor for approval by March 1st.

Researches and maintains relationships with vendors for event support services. Coordinates planned allocation of Public Works resources to be submitted to Mayor for pre-approval.

Coordinates budget planning and ensures that events stay within cost projections. Responsible for providing annual budget recommendations to Mayor and Treasurer.

Contributes to defining the event strategy and vision.

This position is a part-time employee report directly to the Mayor.

Work is generally independent and collaborative in nature. Contributes to moderately complex aspects of a project. Typically requires a bachelor's degree or equivalent. Typically requires 4-7 years of related experience.