

### COLLEGE EVENT AND VENUE COORDINATOR

Plans, organizes, and coordinates a wide variety of special college and community events scheduled in college facilities and event venues and participates in the operation of a variety of college facilities.

#### TYPICAL DUTIES

Plans and coordinates a wide variety of events including the use and schedule of college facilities and event venues such as art galleries and museums, performing arts centers, auditoriums, classrooms, stadiums, athletic fields, gymnasiums, and aquatic centers with administrators, faculty, staff, and the community.

Participates in the day-to-day operations of various college facilities and event venues.

Consults with customers in regard to equipment and staffing needs and scheduling priorities.

Promotes activities campus-wide and to the community which involves developing public relations and marketing materials to promote the use of college facilities and event venues in publications such as newsletters, brochures, posters, and college websites.

Develops and enforces operational and safety policies, procedures, and rules for the use of college facilities and event venues.

Develops and maintains emergency procedure plans for natural and man-made disasters.

Provides information regarding event activities to college offices and the community.

Supervises, trains, and schedules the work of assigned event staff providing support functions for events such as ticket-taking, box office, ushering activities, and traffic control.

Supervises and participates in the setup and operation of sound and lighting equipment, public address systems, projection equipment, and other associated equipment requested for special college and community events.

Ensures that college facilities, event venues, and surrounding areas are free of health and safety hazards.

Provides guidance to administrators, faculty, staff, and the community on proper use of college facilities, event venues, and equipment.

Coordinates the maintenance and repair needs of college facilities, event venues, and equipment with appropriate college staff.

Resolves problems or complaints from customers using college facilities and event venues in accordance with established policies and procedures.

Conducts customer surveys to keep informed of service standards, customer perceptions and potential areas for improvement and expansion of services.

Prepares reports and presentations related to events held in college facilities and event venues.

Develops and maintains the budgets for assigned college and community events.

Prepares working agreements permitting the use of college facilities and event venues and provides information regarding costs, terms, and conditions.

Supervises the receiving, storing, issuing, and maintenance of equipment and supplies for assigned college facilities and event venues.

Maintains program files and records.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS

A **College Event and Venue Coordinator** plans, organizes, and participates in scheduling and promoting a wide variety of facilities and event venues such as art galleries and museums, performing arts centers, auditoriums, classrooms, stadiums, athletic fields, gymnasiums, and aquatic centers.

## SUPERVISION

General supervision is received from an academic or classified administrator. Immediate supervision is exercised over assigned technical and clerical staff assisting with college venue and community events.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of event planning and coordination
- Policies and procedures of college facilities operation and maintenance
- Proper set-up and operation of college facilities, equipment, and tools
- Technical set up for stage productions
- Basic principles of community relations, promotion, publicity, marketing, and advertising
- Customer service techniques for public contact in person, on the telephone, or in electronic correspondence
- Health and safety procedures pertinent to the operation of college facilities
- Basic principles and practices of budget preparation and maintenance
- Procedures of estimating event costs
- Principles of supervision and training
- Organization and management of records
- Capabilities of computer systems, software, and hardware used in event venue coordination

### Ability to:

- Plan, organize, and direct the activities of a variety of college facilities and event venues
- Coordinate and promote college facilities and events
- Gather and impart program related information
- Prepare comprehensive reports, presentations, correspondence, and publicity materials
- Project staffing and equipment needs for assigned event venues
- Anticipate conditions, plan ahead, establish priorities, and meet deadlines
- Set-up and operate sound, lighting, public address system, and projection equipment
- Coordinate crowd control and security procedures
- Establish and maintain effective and cooperative working relationships with administrators, faculty, students, employees, vendors, and the community
- Develop effective interpersonal relationships
- Effectively communicate orally and in writing

Ability to: (Cont.)

Respond appropriately in emergency situations  
Meet schedules and time lines  
Supervise, coordinate, and schedule the work of assigned staff  
Effectively utilize computer equipment  
Learn specialized computer applications

ENTRANCE QUALIFICATIONS

Experience and Education:

Graduation from a recognized four-year college or university with a major in, business administration, marketing, hospitality management, or a related field **AND** one year of full-time paid experience in the operation of facilities including the coordination of events. Additional qualifying experience may be substituted for the educational requirement on a year-for-year basis.

Special:

A valid Class "C" California driver's license.  
Access to an automobile.