

# Event Manager



## General Summary of Classification:

Collaborates with County staff, vendors and other strategic event partners to plan events and related logistics, prepare and set-up event sites/booths and other logistics the day of the event, ensure event site and booths have adequate coverage to meet attendees' interests and needs, and assist with post-event site, booth and equipment breakdowns and cleanups; and performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Performs a wide array of hands-on duties before, during and after the event as needed or assigned to ensure the success of the event and safety of all event vendors, contractors, and attendees;
- Performs a wide array of direct service duties before, during and after the event as needed or assigned to ensure the success of the event and safety of all event vendors, contractors, and attendees;
- Assists with checking in, or checks in, events sponsors, vendors, contractors, and other important stakeholders on the day of the event and provides them with pertinent site and event specific information;
- Serves as a primary point of contact for a wide array of stakeholders before, during and after the event;
- Provides information to event attendees and may provide assistance if appropriate as needed;
- Troubleshoots and appropriately resolves event related issues before and during the event;
- Mans the Recreation and Parks marketing booth and other booths or activities during events as assigned;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of event management, event planning, coordinating event logistics, site set-up and management, typical event related equipment. Ability to direct and provide hands-on assistance with event site preparations, various types of event and equipment set-ups and post-event breakdowns/cleanup. Ability to perform a wide array of event related duties as needed and assigned which may include but not be limited to serving as parking attendant, manning booths, providing customer service to attendees, working on a direct-service line providing items or information to attendees, and setting up, operating, manning and breaking down booths and other event related equipment.
- **Technical:** Excellent organizational skills, time management skills, and meticulous attention to detail.
- **Interpersonal, Communication and Customer Service:** Experience interacting professionally with officials, business and community leaders, vendors, contractors and other event related stakeholders, as well as a diverse array of event attendees; provides excellent customer service to event attendees; sound collaborative skills with an ability work independently and as part of a team.
- **Decision-making and Authority:** Requires excellent troubleshooting and problem-solving skills with the ability to make sound appropriate decisions quickly and under pressure.
- **Leadership:** Serves as a primary point of contact and County representative during the coordination and day-of the event.
- **Environment:** Typically works in a wide array of indoor and outdoor locations and weather conditions.
- **Physical:** Visual and hearing acuity sufficient to recognize and mitigate safety hazards for self and others, to interact effectively with vendors, coworkers, the public and other relevant stakeholders, and to safely direct and assist with a variety of assigned duties. Physical ability sufficient to safely lift 30 or more pounds safely with and without assistance; safely perform physically demanding duties such as loading and unloading equipment, setting up and removing booths and organizing and handling other event related equipment as needed or assigned, safely walking over various types of terrain including in adverse conditions such as slippery grass or muddy areas, standing for up to four (4) hours at a time including without a break if necessary, and safely performing a wide array of hands-on, direct service and support duties in a wide array of duty-related locations as needed. Event location conditions may include adverse, including extreme, weather and temperatures as well as other site challenges such as stairs, maneuvering and performing duties in tight spaces.

## Minimum Education and Experience:

**Education:** Graduation from high school with coursework in event planning and management preferred;

**Experience:** Two years of assisting with or managing various size local events with large crowds;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned job duties at various locations Countywide.
- Must be able to work a flexible schedule which may include nights, weekends and holidays.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.