

SPECIAL EVENTS COORDINATOR

DISTINGUISHING FEATURES OF THIS CLASS: The primary responsibility of the incumbent in this position, under the direction of the Director of Special Events, is to manage the entertainment, functionality, layout and logistical needs of events. The incumbent is also responsible for designing, implementing and managing entertainment options and volunteer programs within the City of Albany. Supervision may be exercised over volunteers placed in various city locations. Key to this position is maintaining an active database of possible entertainment vendors and volunteers.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans, implements and manages programming and operation of events;
- Provides coordination for creative planning, talent research, agent outreach, fee negotiation and contract review;
- Advances performance riders, including, but not limited to, accommodations, hospitality, transportation and on-site coordination;
- Recruits, trains and manages volunteers;
- Develops, plans and coordinates community outreach initiatives for volunteer recruitment;
- Provides a quarterly report on progress with volunteer retention;
- Develops and implements organizational plan for volunteer duties and responsibilities at city events;
- Assists in the set up and breakdown of Special Events site equipment (i.e. tables, signs, etc.);
- Identifies new potential volunteer programs and event collaborations within the community;
- Provides formal recommendations for upgrading and improvement of events and programs;
- Researches entertainment and operations of comparable festivals across the nation;
- Maintains budget for entertainment and volunteer needs;
- Maintains files;
- Enters and retrieves information in an automated information system;
- Attends each event as required;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of organizational and human resource management;
- Good knowledge of community resources and facilities;
- Good knowledge of planning large scale events;
- Good knowledge of computer programs and software applications;
- Working knowledge of office terminology, procedures and equipment;

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- Excellent organizational skills;
- Excellent public speaking and communication skills;
- Ability to recruit, coordinate and direct volunteers;
- Ability to plan and supervise the work of others;
- Ability to deal calmly and effectively with co-workers, volunteers and the public;
- Ability to work independently;
- Ability of understand and follow oral and written instructions;
- Outgoing personality;
- Willingness to work outside in all types of weather and conditions;
- Tact;
- Courtesy;
- Resourcefulness;
- Reliability;
- Good judgment;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Marketing, Communications or related field with experience organizing and managing large groups of people; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and three (3) years of fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; **OR**
- C. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and five (5) years fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; **OR**
- D. Graduation from high school or possession of a high school equivalency diploma and seven (7) years fulltime paid experience recruiting and supervising volunteers and/or organizing large scale events; **OR**
- E. Any equivalent combination of training and experience as defined by the limits of (A), (B), (C) or (D) above.

SPECIAL REQUIREMENTS:

This position will require an incumbent to work flexible hours including weekends and holidays and to work in adverse weather conditions.