

Coordinator, Special Events

FLSA Status: Exempt

Pay Grade: 14

Job Title ID: 20054

Job Series/Job Family: Workforce Education & Business Development Series / Dean Applied Technology, Multimedia, & Public Services Family

Reports To

Department Chair, Hospitality Management.

Job Purpose

To plan, coordinate, and facilitate internal and external events produced by students in the Hospitality Management, Meeting & Event Planning, Travel & Tourism, and Culinary Arts Departments.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Plans and coordinates events produced by the Hospitality Management department for the College and external groups.
2. May provide program information at career fairs, educational events, and industry events.
3. Develops and maintains event contacts and relationships internally and externally to produce events. Supports department objectives through communication with local industry students, and potential students.
4. Develops and oversees event plans and timelines; formulates and oversees event budgets, researches and selects venues, entertainment, food and beverages, audio elements, and decor.
5. Coordinates event registration, maintains contact database, and student learning activities related to events.
6. Oversees and coordinates students, volunteers, and hourly employees during events.
7. Researches, designs, and writes copy for communication materials such as monthly newsletters, weekly industry job postings, email communications, fliers, and brochures.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Event planning and coordinating processes.
- Catering requirements and practices.
- Supervision of event personnel.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established yet flexible work schedule, including some evenings and weekends.
- Effectively using interpersonal and communication skills, including tact and diplomacy.
- Effectively using organization and planning skills, with attention to detail and follow through.
- Creating electronic presentations, information packages, and activity schedules
- Working collaboratively.
- Maintaining confidentiality of work related information and materials.

- Establishing and maintaining effective internal and external working relationships.

Computer Skills

Required

- Demonstrated proficiency at an advanced level, using standard office software, including word processing, spreadsheet, database, publications and/or presentation software.

Physical Requirements

Required

- Occasional lifting and carrying up to 50 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing, pulling, climbing ladders and other physical movements involved in decorating rooms, posting signs and event setup.
- Work is routinely performed in a standard office environment.

Work Experience

Required

- Two years work experience in event coordination and/or catering, and some experience supervising event staff.

Preferred

- Four or more years work experience in event coordination and catering, including experience with menu planning, food preparation and cooking in a commercial kitchen.

Education

Required

- Associate degree.

Preferred

- Associate degree in Meeting and Event Planning, Hospitality Management, or Culinary Arts. TABC Certified.

Other

Required

- Reliable transportation needed for local Austin area travel.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.