

Specialist, CE Special Events

FLSA Status: Non-Exempt

Pay Grade: 11

Job Title ID: 204001

Job Series/Job Family: Workforce Education & Business Development Series / C.E. Community Programs Family

Reports To

Director, Community Programs

Job Purpose

To assist in the planning, coordination, and implementation of the special events for the Continuing Education Community Programs department.

Description of Duties and Tasks

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

Required

1. Collaborates with and verified details with clients, vendors, and ACC officies and employees to produce events.
2. Delivers and sets up equipment including tables, chairs, food hot boxes, tableware, floral arrangements and accents, decorates venue.
3. Designs and creates theme decorations appropriate to event.
4. May design and create floral arrangements and thematic focal points.
5. Performs administrative support services, including scheduling speakers; handling printing and distribution of printed matter; ensuring contracts are signed and payments received; takes notes at venue meetings; provide administrative backup for department.
6. Ensures all details of event set up and clean up are performed, including tracking all rental items received and returned; pick up and drop off of laundry at cleaners; and items returned to proper storage.
7. Develops and oversees event plans and time lines; monitors costs in event budgets, researches and assists in selection of venues, entertainment, food and beverages, audio elements, theme and decor.

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.
- Floral design and arrangement techniques.
- Event themes and related decorations, and design theory.
- Standard office procedures.
- Safe methods of moving items for event set up, break down and clean up.

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

- Frequent lifting, moving, 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 and event venues.

Work Experience

Required

- One year of special event coordination and food and beverage service experience, or related work experience.

Education

Required

- High School diploma or equivalent.

Preferred

- Associate degree in Meeting and Event Planning, Hospitality Management, or related area.

Licenses/Certifications

Required

- Texas drivers license.

Preferred

- TABC Certified.

Other

Required

- Reliable transportation needed for local Austin area travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.