

Job Description

Position Title: Coordinator, Events Production

Job Family: Administrative Support

Job Type: Support - Entry

FLSA Status: Non-Exempt

Salary Grade: 03

Position Summary:

The Events Production Coordinator executes the Event Managers event plan and vision for college events at various venues, both internal (PCC) and external (community). The Events Production Coordinator communicates and oversees vendors at event site ensuring a timely and efficient set up and break down. The Events Production Coordinator creates and implements working timelines and delivery schedules. The Events Production Coordinator creates, builds, installs, and strikes key event elements including but not limited to sets, props, backdrops, decor, and equipment. The Events Production Coordinator repairs, replaces, requests, acquires, and manages event equipment.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Executes event plan to achieve standard expected by college.
2. Takes care of event logistics and resolve issues to ensure everything goes according to event plan.
3. Works with vendors to secure services needed for event production.
4. Creates, plans, builds/fabricates, transports, installs, strikes and manages inventory of event sets, props, backdrops, décor and equipment
5. Carries out venue inspections prior to event to determine needs for event. I.e., water, electricity, space, signage, etc.
6. Supervises on-call, temporary external staffing (stagehands, riggers, etc.)
7. Inventories and checks all event equipment prior to event to ensure it is accounted for, and in proper working order.
8. Tracks financial activity and departmental budgets; reviews financial transactions and other documents for accuracy and availability of funds; ensures compliance with laws and College regulations and policies. Prepares Financial documents as requested.
9. Orders and maintains materials, equipment, inventory, and supplies.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of administrative procedures and practices.
2. Knowledge of internal and external customer service principles and practices.

3. Knowledge and application of organizational and time management principles.
4. Knowledge of principles and methods for promoting programs and services
5. Skill in analyzing data and drawing conclusions.
6. Skill in budget/resource management.
7. Skill in coordinating and monitoring the work of others
8. Skill in effective communication (both written and oral).
9. Skill in public speaking.
10. Ability to develop and maintain effective and positive working relationships.
11. Ability to operate relevant equipment required to complete assigned responsibilities for the position.

Supervision:

- Provides lead work, advises and/or guides students and student workers. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Associate's degree in Event Management, Hospitality or a closely related field of study required.
- Up to One (1) year of related event management experience.
- One (1) to Three (3) years of related experience with Event Production preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, position, and/or transport objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Works some evenings and weekends
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License