



CITY OF CREEDMOOR  
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Job Title:	Event Coordinator
Job Type:	Full-Time, Non-Exempt, Hourly
Job Location:	City of Creedmoor – indoors/outdoors
Division:	
Reports to:	Administrator
Date Approved:	July 18, 2024

#### Job Summary:

The Event Coordinator is responsible for scheduling and managing the rental of the city's community center and facilities. This position will primarily work on weekends and as needed when contacted to schedule events. The Event Coordinator will oversee the entire process, from receiving applications to ensuring the smooth execution of events. This role requires excellent organizational and communication skills, as well as the ability to provide exceptional customer service and ensure the safety and satisfaction of event attendees.

#### Responsibilities:

- Develop and implement a system for handling requests and streamlining requests.
- Communicate effectively with other city staff and departments to coordinate logistics and resources for events.
- Receive and process applications from individuals and organizations interested in renting the community center and park facilities for events.
- Coordinate with applicants to schedule events, ensuring the availability of the venue and necessary resources.
- Facilitating organizations in customizing the optimal floor plan and site map for each event, tailored to their specific requirements.
- Set up the facility according to the specific requirements of each event, including arranging tables, chairs.
- Proactively staying in touch with organizations/committees, addressing ongoing planning inquiries and information needs, to ensure city staff is well-informed before events.
- Assist with cleaning and maintaining restroom facilities before, during, and after events to ensure a clean and sanitary environment.
- Manage waste disposal and garbage removal during events, ensuring the facility stays clean and presentable. This will include emptying and rinsing out cans after event.
- Ensure the safety of all event attendees by following appropriate protocols and coordinating with relevant personnel.

- Arrange for the presence of the police department, if alcohol is to be provided at the event, to maintain a safe and secure environment in coordination with office staff.
- Provide exceptional customer service to event organizers and attendees, addressing any concerns or issues that may arise during events.
- Keep detailed records of event schedules, rental agreements, and any incident reports.
- Collaborate with the marketing department to promote the community center and facilities as ideal event venues.
- Coordinating with maintenance staff to ensure facility grounds are maintained.
- Promptly inform city staff of low supply levels.
- Promptly inform city staff regarding maintenance or equipment failures.
- Assist with scanning.
- Other duties, as assigned.

Qualifications:

- High school diploma or equivalent; additional education or training in event management is a plus.
- Bilingual in Spanish (**REQUIRED**).
- Proficient in adapting to flexible working hours.
- Proficiency in managing financial transactions.
- Previous experience in event coordination, customer service, or hospitality is preferred.
- Excellent organizational and time management skills to handle multiple event schedules effectively.
- Strong interpersonal and communication skills to work with diverse groups of people.
- Ability to remain calm and composed in high-pressure situations.
- Knowledge of safety and security protocols for events, especially those involving alcohol.
- Flexibility to work weekends and evenings as required by event schedules.
- Physical ability to set up event spaces, move furniture, and perform cleaning tasks as needed.

Working Conditions:

The Event Coordinator will work primarily at the city's community center and park facilities, and other designated event facilities. The role will require physical activity, such as setting up event spaces, lifting and moving furniture, and performing cleaning tasks. The position will mainly work on weekends and during scheduled events, with occasional weekdays when contacted for scheduling purposes.

Equal Opportunity Employer (EOE):

The City of Creedmoor is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, or protected veteran status.