

Town of Kilmarnock

VICE MAYOR - REBECCA TEBBS NUNN
COUNCIL MEMBER-CHRIS ALLEN
COUNCIL MEMBER- KEITH BUTLER
COUNCIL MEMBER- EMERSON GRAVATT
COUNCIL MEMBER- DR. CURTIS H. SMITH
COUNCIL MEMBER- MICHAEL T. SUTHERLAND

MAYOR -MAE P. UMPHLETT



TOWN MANAGER- TOM SAUNDERS
TOWN ATTORNEY - PAUL C. STAMM, JR.
DEPUTY TOWN MANAGER-SUSAN COCKRELL
TOWN PLANNER - MARSHALL SEBRA
TOWN CLERK -CINDY BALDERSON
TOWN TREASURER - JUDY G. STEVENS
POLICE CHIEF - MICHAEL S. BEDELL

JOB DESCRIPTION

Title: Special Events Coordinator
Department: Administration
FLSA Status: Non-Exempt
Effective Date: April 1, 2017

GENERAL PURPOSE

Under general supervision from the Deputy Town Manager, performs professional duties in planning, developing, coordinating, implementing, and supervising special events, recreation and entertainment programs for the greater Kilmarnock community. Responsible for event planning, design and production while managing all project delivery elements within time limits for the Kilmarnock sponsored programs of the Kilmarnock Town Centre Park. Coordinates the use of the Park by other groups. Works with Public Works Department and outside contractors to insure maintenance operations take place as needed. May work on other programs and administrative tasks as assigned. May receive general supervision from the Town Manager.

MAJOR RESPONSIBILITIES/DUTIES:

1. Event Coordination:

1. Plans, organizes, develops, schedules and evaluates seasonal Park programs.
2. Establishes program content, methods, funding approaches for Town sponsored programming.
3. Proposes ideas to improve provided services and event quality.
4. Organizes facilities and manages all event details such as decor, catering, entertainment, special guests, equipment, and promotional materials, as examples.
5. Assists with event set up and breakdown as appropriate.
6. Ensures compliance with insurance, legal, health and safety obligations.
7. Proactively handles any arising issues and troubleshoots any emerging problems on the day of the event.
8. Conducts pre- and post- event evaluations and report on outcomes.
9. Coordinates with Public Works staff on week nights, weekends, and holidays.

2. Volunteer Coordination:

1. Provides volunteer coordination and recognition for special events, as needed.
2. Recruits, trains and supervises volunteers utilized at Town sponsored events.
3. Provides direction to volunteer for special event duties.
4. Co-facilitates volunteer committees as required.

3. Administrative:

1 North Main Street P.O. Box 1357 Kilmarnock VA 22482-1357

804-435-1552 FAX 804-435-1587 kilmarnockva.com

1. Schedules Park facilities; implements and manages a reservation system for applicants, including fee collection.
2. Assists in planning, organizing, developing, and scheduling aspects of other Town properties.
3. Develops marketing and publicizing of Town sponsored events as well as the Park itself.
4. Assists with preparing and administering individual program or facility budgets as appropriate; monitors expenditures in accordance with established procedures.
5. Provides clerical support, program registration, answering telephones, and maintain correspondence with other divisions or agencies in response to public inquires about use of the facilities at the Park.
6. Provides general supervision of condition of facilities during events whether Town sponsored or reserved by others.
7. May conduct and attend a variety of community meetings educating the public about use of the Park.
8. Assists in the development of classes, activities, and \or programs for Town Centre Park.
9. May open and close the operations of the Park.
10. May perform emergency custodial maintenance work (examples: trash clean up).
11. May assist with hiring, training, supervising, scheduling and evaluating part-time and seasonal personnel; assigns work as necessary, should this need arise.
12. Performs related administration duties as assigned by supervision when special events activities are slower.

REQUIREMENTS/QUALIFICATIONS:

1. Education and Experience -

1. Graduation from college with a bachelor's degree and two (2) years' experience in event planning or any equivalent combination of education or experience.

2. Special Requirements

1. Must possess a valid Virginia Driver's license.

3. Necessary Knowledge, Skills and Abilities

1. Excellent time management skills.
2. Ability to establish and maintain effective working relationships with vendors, co-workers, public, news media and other departments and agencies; ability to follow written and oral instructions; ability to communicate effectively, verbally and in writing; ability to direct the work of others.
3. Ability to work well independently on several projects concurrently, and possess excellent communication, organizational and creative thinking skills.
4. Software proficiency in Microsoft Word, Excel, Power Point, is required.
5. Considerable knowledge of developing and administering special events with attendance in excess of 500 people.

6. Must be a team player, and have the ability to work with a diverse group of individuals (ranging from community leaders, non-profits, elected officials, staff and volunteers), work in a team environment and be self-motivated. Ability to work under stressful situations; ability to stay calm; have excellent problem solving skills.
7. Ability to prepare and administer budget, maintain records and prepare reports.
8. Demonstrated high energy level and flexibility, pleasant persona coupled with sound judgment; flexible, discreet and able to maintain confidential information, knowledge of correct protocol for specific situations.
9. Ability to work a highly variable and flexible schedule: evenings, split shifts, weekends, and some holidays.

TOOLS & EQUIPMENT USED

1. Personal computer, including word processing software; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
3. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes.
3. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

DEPT/DIVISION APPROVED BY: Thomas P. Saunders, Town Manager DATE: 02/23/2017

EMPLOYEE'S SIGNATURE: _____ DATE: _____