



Brazos County Job Description

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Class Number:	B0853	Title:	Event Coordinator II
Pay Group:	22	Department:	H. O. T. Fund
FLSA Status:	Exempt	Reports To:	Marketing & Sales Manager
Approved Date:		EEOC Category:	Officials and Administration

General Summary:

Primarily responsible for executing event contracts and coordinating assigned events for all facilities (inside events and select outside events) at the Brazos County Exposition Complex. Also, assists in marketing, sales and scheduling events as needed for the Exposition Complex.

Essential Duties:

Performs event coordination functions for the Exposition Complex including serving as a primary team member in event planning, management, coordination and evaluation. Is responsible for assisting the Marketing & Sales Manager and the Event Coordinator I as needed in marketing and sales for all facilities at the Exposition Complex. Is responsible for serving as a primary contact person for assigned inside event clients and assigned outside event clients which includes the execution of the contract through the post event evaluation meeting; Serves as the primary Event Coordinator for all of the inside events that are larger in size and are more complex; Assists customers as needed on the telephone and in person with planning events to be held at the Exposition Complex, including explaining all policies, procedures, and contract requirements. Assists the Marketing & Sales Manager and the Event Coordinator I in coordinating and maintaining the master schedule of all events to be held at the Exposition Complex facilities. Serves as a trainer as needed and a mentor to the Event Coordinator I; Works with and supervises the full time and part time/temporary Facility Operations Assistants and the Building and Grounds Attendants in planning and coordinating set-up and tear-down activities for inside events and assigned outside events. Distributes Complex event information to local, public, and private organizations. Assists in maintaining records of all events held at the Complex facilities. Assists the Marketing & Sales Manager and the Event Coordinator I in performing bookkeeping functions, including posting fees, and deposits to accounts receivable ledger, and preparing various monthly, and semi-annual financial reports. Confers with the Marketing & Sales Manager and the Event Coordinator I as necessary concerning event scheduling requirements. Exercises discretion and independent judgment as necessary in performing professional responsibilities. Must be willing to work various hours as needed including nights, weekends, holidays, etc.

Other Duties as assigned.

<i>Supervision</i>	
Received:	Marketing & Sales Manager
Given:	Supervises event personnel and Facility Operations Assistants, including assigning and reviewing work and recommending personnel actions. Supervises the Event Coordinator I in the absence of the Marketing & Sales Managers.

<i>Education</i>	
Required:	A Bachelor of Science degree in a related field; or any equivalent combination of education and experience that provides the required knowledge, skill and abilities.
Preferred:	At least one year of professional experience is preferred.

<i>Experience</i>	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Preferred:	

<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	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. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or to feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as tables and chairs. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.
<i>Knowledge, Skills, & Abilities</i>	
Typical:	Methods and practices used in event planning, coordination and management; accounting and bookkeeping principles and practices; office management; and personnel policies and procedures. Operate a computer, including word processing and spreadsheet software; read and interpret policy, manuals, and written instructions; communicate effectively, orally and in writing; and work effectively and cooperatively with co-workers in a team environment.
<i>Work Environment</i>	
Typical:	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. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines.