JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Part-Time Event Coordinator</th>
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<tr>
<td>Department:</td>
<td>Administrative Services</td>
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<td>Reports to Position:</td>
<td>Communications Manager</td>
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<tr>
<td>Location:</td>
<td>Marion City Hall</td>
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<td>Effect Date:</td>
<td>Sept. 2018</td>
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Civil Service: No

Bargaining Unit: N/A

Pay Grade: N/A

Overtime Status: Hourly

FLSA Status: Non Exempt

JOB SUMMARY

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

The part-time event coordinator is responsible for planning, coordinating and implementing City and community events in Marion. He/she will facilitate placemaking initiatives in collaboration with Uptown Marion Main Street District, Marion Chamber, Marion Parks & Recreation and others at unique venues such as the Klopfenstein Amphitheater, Uptown Artway and other public spaces. Work involves a flexible schedule, limited supervision and the use of independent judgement in a fiscally responsible manner.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Develop a long-term strategy for annual event planning and management in Marion
- Create an estimated annual budget, including cost recovery, based on long-term event plan
- Develop an event guide and associated standards for hosting and producing events in Marion
- Identify funding sources to help offset costs for community events
- Work at a grassroots level with businesses, individuals and community groups to assist with the development of new programs/events that complement existing offerings and engage diverse audiences
- Create and maintain database of community events and contacts
- Participate in the negotiation of event contracts and service agreements
- Establish and oversee a community special events committee and coordinate the duties of event volunteers
- Serve as the liaison for community events not organized by the City
- Perform other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Able to manage all aspects of large special events
- Able to make necessary decisions to ensure safe and well-run events
- Able to recruit and train necessary volunteers
- Knowledgeable of advertising, promotional and social media strategies
- Possess strong organizational and communication skills
- Is customer service-oriented
- Is passionate about community betterment

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to read, speak, write and understand English to effectively communicate with citizens, City Council and employees by telephone, in written form or face to face
- Knowledge of event planning methods and principles
- Knowledge of budget development and management related to events
- Skilled in prioritizing, organizing and managing multiple simultaneous projects
- Skilled in preparing clear and concise reports, including oral, written and audio/visual presentations
- Skilled in applying independent judgement, personal discretion and resourcefulness in interpreting and applying guidelines
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals
- Skilled in operating a computer and related software applications

### QUALIFICATIONS

List the minimum requirements to be considered for this position:

- A degree in marketing, communications, event management, recreation studies, non-profit management, business management OR demonstrated experience in event management, logistics or community organization
- Requires a valid Iowa Driver’s License

### WORKING CONDITIONS

List working conditions for this position:

- Works in both standard office and outdoor environments, with potential exposure to adverse weather conditions
- Works a flexible schedule, averaging 20-25 hours per week
- May be required to work some overtime upon demand of workload

### REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical