

SANDY CITY  
APPROVED POSITION SPECIFICATIONS

I. Position Title: Special Events Coordinator

Revision Date: 03/16  
EEO Category: Admin. Support  
Status: Non-Exempt  
Control No: 30600

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Community Events Director, coordinates events for Community Events and the Sandy Arts Guild.

III. Essential Duties:

**Community Events**

- For all events, organize, budget, contract, obtain certificates of insurance when required and coordinate schedules.
- Coordinate staff and volunteer set-up.
- Work with the Community Events Director to fulfill the needs of any entertainment or performers required for community events including stage, sound and lights bids.
- Work closely with Parks and Recreation, Police, Fire and other city departments to coordinate event Needs.
- Coordinate the technical needs of events including administering contracts, purchasing materials, obtaining permits, arranging security and parking, and soliciting vendors and sponsors.
- Work on event site layout to promote good participant circulation and meet safety needs.
- Work closely with other agencies and citizen groups to coordinate events.
- Build and maintain positive relationships within the community to facilitate more community participation and highly successful events.
- Movies in the Park
  - Acquire rights to movies and set up and take down a 300 pound screen and other equipment. Drive SUV with trailer to movie locations.
  - Work with local radio stations or other organizations to provide activities before the movie begins.
- Balloon Festival
  - Oversee contract with Balloon Meister.
  - Obtain all necessary permits.
  - Install promotional banner.
  - Hold planning meeting with various department to ensure all needs are met.
  - Obtain stage and entertainment for event including all necessary contracts, bids, purchase orders and certificates of insurance.
  - Oversee volunteer personnel.
- Sandy 4<sup>th</sup>
  - Work with the Fourth of July parade coordinator to ensure a safe and successful parade.
  - Oversee the City's float for the parade season including the bidding and contracting of float design and construction.
  - Contract entertainment for the stage.
- Heritage Festival
  - Arrange for use of park.
  - Obtain all necessary permits.
  - Install promotional banner.
  - Coordinate promotional postcard with GIS and Marketing and Development Specialist.
  - Work with various contractors, vendors, and organizations to provide activities for the patrons.
  - Create bids and purchase orders to provide food, stage and sound support for the event.
  - Hold planning meeting with various departments to ensure all needs are met.

### **Sandy Arts Guild**

- Oversee all aspects of the Elementary School Art Show including:
  - Soliciting participants through the PTA, Canyons School District, and private Elementary Schools.
  - Contract and scheduling with the Shops at South Town.
  - Obtain, art boards, ribbons, prizes, t-shirt, and participation certificates.
  - Coordinate all needs of awards ceremony including sound system, tables and chairs.
  - Arrange for elementary school orchestra and participation of the Theater for Youth cast to participate in the awards ceremony.
  - Coordinate with the Sandy Arts Guild Board for volunteer help for data entry, art pick-up and return, set-up and take-down and an Emcee.
  - Obtain a high resolution image of the “T-shirt Winner” for use on the next years t-shirt.
  - Manage all data associated with the event and contact participants as required.
- Interfaith festival
  - Work with the Sandy Arts Guild Board representative for all event needs.
  - Secure an event location, create purchase orders and oversee contracts.
  - Coordinate food for pot luck.
  - Coordinate schedule of participating choirs.
  - Rent music as required.
  - Coordinate volunteer participation.
  - Provide an Emcee and provide script information.
- Christmas in Concert series
  - Secure artists.
  - Oversee contracts, rentals, ticket sales and payment.
  - Coordinate venue needs and promotional banners with City Council and Building Services
  - Coordinate with technical crew, box office personnel and Amphitheater House Manager for all patron needs.
- Work closely with Sandy Arts Guild staff and production committees to coordinate events.
- Assist with scheduling of buildings and set-up and take-down of risers, lighting, sound, display boards, chairs, tables and pianos.

#### IV. Marginal Duties:

- Assist with fulfilling artist hospitality riders.
- Assist with box office support at City Hall, Sandy Amphitheater and The Theater at Mount Jordan.
- General office support as needed.
- Assist with research and reports.
- Perform other duties as assigned.

#### V. Qualifications:

**Education:** Bachelor’s degree in a related field preferred.

**Experience:** One year related experience in event planning or operations required.

**Certifications/Licenses:** A valid Utah driver’s license is required.

**Knowledge of:** Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; preferred knowledge of MS Office and GroupWise.

**Responsibility for:** Responsibility for the care, condition and use of materials, equipment, money and tools.

**Communication Skills:** Communicate effectively verbally and in writing; establish effective working relationships with employees and the public; relate well with a variety of persons under varying

circumstances; be able to professionally furnish and obtain information from other departments; frequent contacts involving the carrying out of programs and schedules.

**Tool, Machine, Equipment Operation:** Requires regular use of office equipment including computer, printer, copier, and telephone system.

**Analytical Ability:** Prioritize tasks, work well under pressure, exercise discretion and independent judgment when dealing with upset customers or vendors, may work independently on assigned projects involving planning, simple research and data collection, report preparation, and budget data preparation.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls and frequently communicates with others. Work requires moderate physical exertion, including bending, kneeling, stooping and standing; lifting and moving of heavy objects (up to 50 lbs.).

*Work Environment:* Work is performed with moderate supervision. Job entails exposure to cold, heat and excessive noise and vibration (50% of work is performed outside); constant exposure to deadlines; moderate pressure and fatigue during an average workday; frequent daytime, evening and weekend work; some holiday work and work from home is required; constant attendance to concerts and events required; must dress and groom in a manner congruent with the image of Sandy City. Occasional on-call work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_