

City of Kimball

Position Description



Job Title:	Event Center Coordinator & Clerical Assistant	Grade Number:	13 Step 3
Department:	Event Center / Fitness Center / Economic Development	Date Modified:	August 2019

This is a Non-Exempt position under the FLSA guidelines.

General Purpose:

Coordinate all activities with events at the facility; including but not limited to planning, organizing, controlling of events within the facility to meet contractual obligations and quality customer service standards. Assist Economic and Community Development Director with marketing the community, grant administration, and all other duties as assigned.

Essential Duties and Responsibilities:

Supervision Received:

Works under the immediate supervision of the Economic Development Director.

Supervision Exercised:

May supervise seasonal/temporary staff as required at events (bar staff, janitorial, maintenance).

Essential Duties and Responsibilities:

- Meet with possible lessees to discuss event arrangements and agreements.
- Prepare and review agendas and confirm all services and necessary preparations are in order.
- Supervise, direct, and coordinate the activities of the personnel, subcontractors, and vendors as required to successfully execute the assigned events of the facility.
- Conduct pre and post event meetings with clients and facility staff.
- Effectively communicate information through written correspondences and oral communication.
- Marketing of any Event Center events (dinners, dances, concerts, etc.)
- Make sure lessees are being billed out correctly for all amenities they may be using.
- Communicate and work directly with City Staff for all Accounts Payable and Receivables.
- Prepare event summaries with estimates on profit and loss by event.
- Organize banquet and catering services as needed.
- Coordinate all activities connected with the Kimball Fitness Center.
- Cleaning and maintenance of building.
- Help come up with new and innovative uses for event center to help increase revenue.
- Help with Community Grant administration
- Assist with marketing the community of Kimball
- Special projects that may be assigned related to community and economic development.
- All other duties as assigned.



Qualifications and Education Requirements:

- **Education and Experience:**
- High School Diploma required
- Prefer Associates in Business or equivalent experience
- Must be 21 years of age and have clean background check in order to obtain liquor license
- Facility management or catering experience desired
- Background in Customer Service-related position
- Background in municipalities desired
- Bartending experience desired but we do have trained bar staff for events
- **Necessary Knowledge, Skills and Abilities:**
 - Effective Basic accounting knowledge
 - Excellent written and oral communications
 - Cash handling experience
 - Proficient user with Microsoft Word & Excel
 - Ability to prepare effective reports and correspondence;
 - Alcohol Server / Handler Training

General Knowledge, Skills and Abilities:

- Knowledge of the needs of users of small and large facilities; principles and techniques of organization, budgeting, event planning, audio-visual systems and other equipment and practices typical to the industry;
- Ability to plan, service and supervise a variety of meetings and commercial events; anticipate equipment and other needs for individual events;
- Ability to identify potential problems and make necessary plans for corrective action;
- Ability to market the Kimball Event Center as a meeting location by interfacing with potential building users;
- Ability to establish and maintain effective working relationships with facility users, employees and the general public;
- Ability to operate a computer, telephone, calculator, and copier.

Physical Demands:

- Lifting and moving tables and chairs (must be able to lift 40 lbs)

Work Environment:

- Normal hours of 7:30am – 4:30pm with flexibility around events.
- Must be available to work nights and weekends when needed.
- Must be self-motivated.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	

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