

JOB TITLE: Special Event Coordinator
Reports to: Director of Special Events- Old Falls Street
Supervises: Exercises functional supervision over Part-Time Operation and Event Staff

SUMMARY:

Coordinator will assist in planning, detailing and executing outdoor events on Old Falls Street in Downtown Niagara Falls, USA. This unique position includes marketing, event management and community outreach. This is a year-round position with a concentration of events running from May to September.

JOB DUTIES:

- Supervise operations and support staff
- Maintain vendor database, vendor development and contracts
- Communicate with vendors and entertainment production needs and requirements
- Prepare written details and requirements for each event; prepare floor plans and ensure compliance with applicable fire, building, and safety codes; communicate changes before and during events.
- Assist with developing event security and staffing plans for assigned events; submit requests for additional medical and security staff; supervise event staff during events
- Serve as a facility representative at events; facilitate pre and post-event walk through to assess facility condition; enforce facility policies and procedures throughout each event; identify and resolve event challenges; resolve public complaints; problem solve as necessary
- Prepare written evaluations of assigned events; calculate, prepare, and submit summary billing statements
- Answer questions and provide information to facility customers; conduct facility tours as needed
- Ensures total compliance with all alcohol service policies.
- Apply for and maintain licenses and permits
- Assist Director of Marketing with social marketing efforts and street team
- Perform other duties as required

QUALIFICATIONS:

- Bachelors degree from an accredited college or university with major course work in facility management, hospitality management, event management, marketing, public relations, business management, or other related field
- 1-2 years experience in event planning, marketing, communications, public relations or special events.

Knowledge Of:

- Operational characteristics of event management

- Customer Service practices
- Fire and public safety regulations
- Basic understanding of food service practices
- Terminology used in entertainment and convention/conference settings
- Relevant federal, state, and local regulations
- Must have computer skills in Microsoft office applications and word processing, spreadsheets, database, presentation, and internet software
- Familiar with inventory cost control
- Cash handling abilities

Ability To:

- Analyze challenges, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of organizational objectives
- Establish and maintain effective working relationships with staff, contractors and facility users
- Work a flexible and sometime demanding schedule including early mornings, days, evenings, overnight, weekends, holidays, extended (long) work days and extended numbers of days

ACCOUNTABILITIES:

- Plan and monitor event activities to ensure smooth running, efficient events and maximum customer satisfaction.

AUTHORITY:

- Determines and prepares written report of event requirements
- Develops staffing plans and supervises event staff during events/evaluates event staff performance
- Directs service contractors

Position is Salary- Exempt