

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Entertainment Coordinator	<i>Pay Grade:</i>	EAP-7
<i>Department:</i>	Parks and Recreation	<i>FLSA Status:</i>	Exempt
<i>Location:</i>	Parks Main Office	<i>Reports to Position:</i>	Parks and Recreation Director
<i>Effective Date:</i>	December 27, 2017		

JOB SUMMARY

This position is responsible for scheduling, coordinating and implementing all small- and large-scale special events in the Parks & Recreation Department (i.e., parades, concerts, breakfast meetings, formal dining events, graduations, festivals, plays and other productions, etc.) in addition to administrative/clerical support during non-event and/or slow periods.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Schedule events and reserve necessary facilities such as The Amphitheater, Central Activities Center, municipal parks, and recreation centers
- Plan and organize diversified year-round events through local business and merchants
- Schedule events such as weddings, graduations, concerts, etc. for the Amphitheater
- In coordination with the Parks and Recreation Director, assess the facilities in order to ensure they are in good repair
- Establish and maintain complete files and budgets for all events and associated facilities
- Direct crews in decorating city parks and streets for various events throughout the year

- Provide administrative support to the Parks and Recreation main office when needed, to include answering multi-line telephones, preparing written correspondence, arranging and recording facility reservations, receipting monies and greeting incoming guests
- Assist in organization and implementation of the annual United Way campaign for employees of the City of Phenix City

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School Diploma or GED required

Experience

Prior experience in planning, organizing, attracting and/or coordinating special events

Licenses or Certifications Required

Valid driver's license from state of residence

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Administrative office skills to include professionalism in email correspondence and proficient use of software to develop letters, spreadsheets and advertisements that are visually appealing and professional
- Organizations, leadership and supervisory skills
- Social Media outlets for advertising and marketing events

Ability to:

- Work a flexible schedule to include evenings and weekends when required
- Communicate and effectively interact with a diversified group of individuals
- Develop and maintain good public relations and professional relationships with entertainers, concert promoters, local businesses and other individuals encountered in the scope of the position
- Market city facilities for special events
- Be self-motivated and perform duties independent of direct supervision
- Speak clearly and confidently in front of large groups of people as well as through local media outlets to promote City events

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work location will be both in an indoor office environment and outdoors

Physical Demands: See accompanying page for details

Key Working Relationship: Director of Parks and Recreation, Assistant Director of Parks and Recreation, General Public, Parks and Recreation employees, Entertainers and Promoters, Local Businesses

APPROVAL/ACKNOWLEDGEMENT

Department Head

Director of Parks and Rec
Title

Date

Human Resources Director

HR Director
Title

Date

City Manager

City Manager
Title

Date

Incumbent Employee Printed Name and Signature

Date

PHYSICAL REQUIREMENTS – ENTERTAINMENT COORDINATOR

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

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0%-10%
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11%-33%
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34%-66%
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LIFT/CARRY				
1-10 lbs			X	
11-20 lbs		X		
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

EQUIPMENT USE & OPERATION				
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

PUSH/PULL				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs		X		
51-75 lbs	X			
76-100 lbs	X			

WORK WITH/NEAR				
Machinery	X			
Electricity		X		
Power Tools	X			
Impact Tools	X			
Chemicals	X			
Fumes	X			
Heights	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders		X		
Reach Below Shoulders		X		
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder		X		
Uneven Walking Surface		X		
Even Walking Surface		X		

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Extreme Heat			X	
Extreme Cold			X	
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	4	8
Stand	4	8
Walk	3	8

Additional Considerations (including clarification of any of the above)

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	