

## Union Public Schools Job Description

**Position Title:** UMAC Event Coordinator  
**Department:** UMAC  
**Reports To:** UMAC Marketing Coordinator

**FLSA Designation:** Exempt

**SUMMARY:** Under general direction, coordinates and participates in the event planning processes/activities for the Union Public Schools, Union Multipurpose Activity Center (UMAC) event facility.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Coordinates and monitors the activities related to the UMAC and assist as needed District-wide.
- Maintains primary facility contacts with event clients after contracting process are completed.
- Conducts and coordinates pre-event meetings to identify client's expectations and needs.
- Collects pre-event information to ensure adequate space, personnel, equipment, etc is available and develops event work order.
- Coordinates planning sessions with parking, security, maintenance, event services, contracted divisions and internal departments.
- Develops diagrams and floor plan for event set-up.
- Develop work schedules for event staff and other appropriate personnel.
- Ensures facility is ready for use.
- Inspects, accepts, or rejects set-up, equipment, materials, workmanship, etc.
- Enforces rule and regulations concerning the use of the facility and ensure adherence to contractual terms.
- Confers with representatives of user organizations and contractors (i.e. clients, outside food and beverage, outside audio/visual and decorators).
- Coordinates the facility and departmental operational services during events.
- Compiles data and information for cash reports, cost estimates, revenue estimates, etc.
- Conducts and coordinates post-event meetings to discuss any client concerns, issues that occur during an event.
- Writes routine correspondence and information reports.
- Assists in scheduling and booking of District events.
- Coordinates exhibitions, trade shows, meetings etc.
- Develops and presents to clients, service providers and represent facility and the department as needed.
- Answers clients and patrons questions and provide assistance.
- Demonstrates continuous efforts to improve operations, working cooperatively and jointly with UMAC and District Departments to provide optimal services to the District and community.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** Supervises the equivalent of two or more full-time employees.

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in Business Administration/Management, Marketing or related field plus three (3) years of relevant work experience in a convention center, public assembly/event facility or other related facility/industry preferred. Bookkeeping experience; knowledge of public school financial process preferred. Computer experience should include use of spreadsheet, database and word processing software.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, students, outside event clients and attendees.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to computer rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to pass a typing test at a minimum of 55 words per minute. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies. Ability to multi-task with attention to detail. Ability to work flexible hours including evening and weekends when needed.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is frequently required to walk and stand for extended periods of time. The employee is occasionally required to assist with event set-up and teardown. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this*

*job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee may be employed to work both indoors and outdoors and under adverse weather conditions. The employee is continuously interacting with the staff.

The noise level in the work environment is usually moderate.