

CLASS TITLE: **Special Events Coordinator II**

CHARACTERISTICS OF THE CLASS: Under supervision, the class coordinates amateur sporting events; assists in coordinating lakefront programs or coordinates neighborhood festivals sponsored by the Mayor's Office of Special Events; and performs related duties as required.

ESSENTIAL DUTIES: Determines activities, entertainment and schedules for assigned events; recruits or assists in recruiting performers, celebrities, participants and production staff for events; negotiates service contracts with events producers, performers and vendors; identifies and acquires locations, permits and insurance for events; works with events producers on programming, logistics, accommodations and production details ensuring each event runs smoothly; monitors program budgets, reviews receipts and approves payments ensuring expenditures remain within budget; works with other city agencies to share resources and to partner and co-sponsor events; meets with community organizations, business representatives and aldermen to discuss events planned in their neighborhood and to resolve issues or concerns; works with public relations staff in developing marketing strategies to promote events including drafting and disseminating press releases, promotional pamphlets and program flyers; participates in the set up of exhibits and promotional displays at events; attends and works events ensuring that activities run smoothly and that vendors comply with contract specifications and city policies; serves as a liaison with other city departments during scheduled events to ensure medical, police and sanitation services are provided; responds to inquiries, problems or complaints involving assigned programs or events; prepares budgets and progress reports on the status of events.

RELATED DUTIES: Coordinates and participates in mass mailings of public informational material; solicits sponsorship for events and negotiates sponsorship contracts; assists other events coordinators as needed; organizes tours of city offices and facilities for visiting dignitaries.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in the Liberal Arts supplemented by one year of events coordination or program planning experience, or an equivalent combination of training and experience.

Administrative Service
Statistical, Technical and Analytical Group
Statistical Series

CLASS TITLE: **Special Events Coordinator II (Cont'd)**

Knowledge, Abilities and Skill. Good knowledge of popular musical artists, sports activities and celebration trends. Good knowledge of program planning and administration. Good knowledge of resources available within various communities in the city. Good knowledge of various promotional and marketing methods.

Ability to plan and coordinate special events and programs. Ability to negotiate contracts. Ability to establish and maintain working relationships with events producers, performers, alderman, the media and the general public. Ability to promote events. Ability to manage budgets. Ability to solicit sponsorships.

Skill in coordinating and promoting events. Good organizational skills. Good oral and written communication skills. Good human relations skills. Good marketing skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2004
City of Chicago
Department of Personnel
(Minimum Qualifications Revised July, 2006)