

CLASS TITLE: Special Events Coordinator III

CHARACTERISTICS OF THE CLASS: Under general supervision, the class coordinates various amateur sporting events, tournaments and holiday celebrations; assists in coordinating major lakefront events/programs or coordinates several 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 performers, celebrities, participants and production staff for assigned events or assists in performing these duties for major lakefront 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 to ensure events are well organized and run smoothly; monitors program budgets, reviews invoices/receipts and approves payments ensuring expenditures remain within budget; partners with other city agencies sponsoring events to partner with and share resources needed to effectively run events; meets with community organizations, business representatives and aldermen to discuss events planned in their neighborhoods and to resolve issues or concerns; works with public relations staff in developing marketing strategies to promote events including drafting and disseminating press releases, pamphlets and program flyers; oversees and participates in the set up of exhibits and promotional displays at events; manages and monitors events, ensuring planned activities and entertainment progress smoothly and that vendors comply with contract specifications and city policies; serves as a liaison with other city departments during events to ensure medical, police and sanitation services are provided; responds to inquiries, problems or complaints involving assigned programs or events; prepares progress reports on the status of events.

RELATED DUTIES: Coordinates and participates in mass mailings of 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 three years of events coordination or program planning experience, or an equivalent combination of training and experience.

CLASS TITLE: Special Events Coordinator III (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 municipal policies regarding events held within the city.

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

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

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)