

Job Title:	Special Event Coordinator	Position Type:	Part Time / Non-Exempt
Division:	Pavilion	Department:	Community Programs
Description of Work			
<p>ROLE AND RESPONSIBILITIES</p> <p>General Definition: Greets visitors to the Carleen Bright Arboretum and the Pavilion; shows property and processes rental contracts; arranges for supervision of the property during rental; responds to citizen inquiries, and performs other duties as assigned by the Pavilion Superintendent or Assistant City Manager.</p> <p>Supervision Received: Work is performed under the general supervision of the Pavilion Superintendent or his/her designee.</p> <p>Supervision Exercised: None.</p> <p>Examples of Duties: Greets visitors to the Pavilion, showing Pavilion and Arboretum property and grounds when requested; assists callers in finding information needed; collects all fees pertaining to rentals and enters data into computer; delivers all collected money to appropriate City Hall office. Will see that all security deposits are processed accurately; assists with Pavilion scheduling of events; ascertains that building attendants/security officers are scheduled for each rental event. Setup and breakdown of tables and chairs. Will assist Pavilion Superintendent with various duties such as filing, mail outs and other clerical tasks. Ensuring Whitehall Center, the Gazebo, The Pavilion, and surrounding grounds are clean and organized for rental events. Reconciles deposit account. Keeps social media current. Collaborates with others regarding City programs, activities, events, curriculum, and tours. Assists with special events or projects. Will assist at the Carleen Bright Arboretum and the Woodway Family Center with special events and complete other duties as assigned.</p> <p>MINIMUM QUALIFICATIONS</p> <p>Knowledge: Knowledge of modern office practices and procedures; knowledge of data entry procedures, including Microsoft Word, Excel, Adobe Creative Suites, Social Media, and various design software.</p> <p>Skills: Skill in recording data; skill in proofreading materials to ensure accuracy; skill to legibly record financial transactions by hand; skill in operating a computer terminal, copy machines, and other modern office equipment; skill to communicate orally; skill to communicate in writing. Must be able to multi-task.</p> <p>Abilities: Ability to organize data; ability to follow oral and written directions; ability to operate computer; ability to establish and maintain effective working relationships; ability to communicate effectively with the public; ability to obtain and retain eligibility for bonding. Read and understand verbal and written job instructions and warning signs, labels and devices. Lift and carry up to 30 pounds and push and pull a minimum of 50 pounds of computer paper, records, tables and/or supplies from storage areas. Operate personal computer, copier, scanner and telephone systems. Type forms, charts, statements, letters and various other documents as required. Search files, assemble information, file and retrieve files. Sit and stand for extended periods of time while doing word processing and filing. Be capable of performing all duties alone, safely and without assistance due to small office environment and limited personnel manning.</p> <p>Education: High School graduate or GED.</p>			

Experience: Experience working in customer service, public assembly, event production, or related field is preferred.

Licenses and Certificates: Texas Class C driver's license and driving history acceptable to the City.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED AND ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES, AND SKILL WHICH MAY BE REQUIRED. ALL EMPLOYEES ARE EXPECTED TO PERFORM TASKS AS ASSIGNED BY SUPERVISOR.

Job Description:	Event Coordinator - Pavilion	Revised:	September 2, 2025
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Signature

Date