

SPECIAL EVENTS COORDINATOR

Department: Parks and Recreation

Reports to: Director of Parks and Recreation

Summary: The Coordinator is responsible for planning and implementing adult and/or family community events for the citizens of Munford, as well as planning a concert series for the currently under construction Veteran's Plaza Amphitheater. Responsibilities also include securing partnerships and sponsors to reduce event costs as well as marketing the event to create interest.

Responsibilities

- Create and schedule concert series for Veteran's Plaza Amphitheater, with an expectation for four to eight sponsored concerts per year.
- Manage procurement of entertainment, coordinating hotels, food and transportation if required.
- Promote positive public relations through contacting media sources regarding special events.
- Procure partnerships and sponsors to reduce event costs.
- Create, schedule, and manage all aspects of special events. (Expectations for at least forty (40) events/activities per year). This will include food truck days and farmers' market.
- Must establish and maintain an effective working relationship with the public and other city department employees.
- Manage the procurement, care and maintenance of all event supplies and equipment including audiovisual equipment.
- Work closely with the Munford Police department for security and safety decisions prior to the event.
- Review bills, approve payments and manage the Special Event annual budget.
- Provide reports with attendance, cost, and full review of the event.
- Other duties as assigned by Director, Recorder and Mayor.

Minimum Qualifications

- Bachelor's degree in event planning or marketing or at least three years of marketing experience.
- Self-motivated, well organized, detail-oriented, neat, and able to manage multiple tasks under tight deadlines.
- Ability to develop strong rapport with other departments, employees and public.
- Strong collaboration and interpersonal skills.
- Excellent written and verbal communication skills.
- Possess a valid driver's license through the State of Tennessee.
- Must possess high ethical standards with an established reputation for being open, honest, and fair.