



## City of Grapevine Event Coordinator I

<b>SALARY</b>	\$22.79 - \$31.91 Hourly	<b>LOCATION</b>	Grapevine, TX
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	CVB2311-39
<b>DEPARTMENT</b>	Convention and Visitors Bureau	<b>OPENING DATE</b>	11/21/2023
<b>CLOSING DATE</b>	2/25/2024 11:59 PM Central		

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### Job Summary

Plan, finalize, set-up, and coordinate events and programs for the Convention and Visitors Bureau (CVB) to maximize usage and rental revenues while providing a high quality of services.

### Essential Functions

1. Under limited supervision serves as event coordinator and is responsible for overall coordination of events set-up, caterers, concessions operation, security, suppliers, vendors, etc. that are scheduled at CVB Facilities.
2. Responsible for direction of individuals working during their shifts or events.
3. Frequently requires independent judgment in handling work in accordance with established division procedures.
4. Involves heavy public contact and attention to detail.
5. Prepares facility and function rooms for events as scheduled by working closely with Set-Up and Facility Workers.
6. Assists in planning and provides internal coordinating services to execute all client events.
7. Assists in maintaining events calendar and prepares related documentation as required.
8. Maintains constant contact with client before, during and after events to insure arrangements are satisfactory.
9. Assists Food and Beverage Coordinator with any and all in-house catering functions on assigned events basis.
10. Researches and initiates new client sales.
11. Finalizes booked programs, offers facility site visits to clients, documents telephone inquiries, and mails informational materials.
12. Quotes pricing and books events within parameters outlined by superior.
13. Ensures services are provided in a cost-effective, timely, and professional manner.
14. Maintains associated event records and documentation using current Convention Center and CVB software programs, including online ticketing system.
15. Assists in maintaining all facility equipment and inventory.
16. Handles various forms of monetary payments.
17. Assesses and reports all outstanding fees for rental and in-house catering.

18. Must be willing to work irregular hours and have flexible scheduled hours for days off. Evening, weekend and holiday hours required. Some travel may be required.
19. Ensures successful CVB facility event coordination and specific event coordination through planning, vendor information, scheduling, user contact, and facility set up.
20. Ensures facility is secure and maintained before, during, and following all events.
21. Performs related duties as directed when such duties are a logical and appropriate assignment to the position.
22. Regular and timely attendance are required for this position.
23. Interacts professionally and respectfully with the public, coworkers and others in the course of daily work.

## Required Skills

### SKILLS, KNOWLEDGE AND ABILITIES

- Skill in communicating orally and in writing.
- Knowledge of office and business procedures, city policies, rules and regulations, applied health and alcohol laws and regulations.
- Ability to organize and supervise all sizes of groups and diverse types of events, enforce policies and procedures, and make mature judgments.
- Must have a working knowledge of all basic office equipment and software programs including: Microsoft Word and Excel, social media, computers, copiers, facsimiles, mailing and telephone systems.
- Prefer operational knowledge of audio-visual equipment, sound boards, lighting equipment, kitchen appliances.
- Ability to do considerable walking, standing, sitting, and bending. May lift or carry equipment or material up to 35 pounds. Performs a variety of physical skills including but not limited to moving tables and chairs, mopping and cleaning, and setting up portable staging.
- Performs duties at all CVB Event Facilities as scheduled (Palace, Convention Center, Grand Hall, GV Main Gazebo). Also, may be directed to work other CVB special events as needed.

### EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS

High School diploma or GED equivalent. Requires one-year in event planning experience in public facilities, bureaus, special events or hotel environment. An Associate's Degree is required; or an equivalent combination of education, training and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the job. Course work in marketing, visual and performing arts, organization practices, information systems, hospitality and event management is strongly preferred.

Must pass a Federal/National criminal background check and credit check.

Must have a valid driver's license with an acceptable driving record as defined by city policy.

Must have or obtain a food handler's certificate within 10 days of hiring.

Must pass a pre-employment basic physical, drug screen, and a functional assessment screening (Level 1).

### WORKING CONDITIONS

While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors. There will be occasional exposure to outdoor weather elements as the position requires working outdoors during CVB sponsored events throughout the normal course of the year.

### 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 maybe be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job the employee is regularly required to perform light to medium work that involves walking or standing, use the computer keyboard and mouse, use hands to finger, handle, or feel, reach with hands and arms, talk and hear, stand, walk, and stoop, climb or crouch. This position requires occasionally lifting and/or moving up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This job requires the ability to work in an office environment where the noise level is usually moderate.

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the job requirements change.

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### Agency

City of Grapevine

### Address

P. O. Box 95104, 200 South Main Street

Grapevine, Texas, 76099

### Phone

817-410-3176

### Website

<http://www.grapevinetexas.gov/index.aspx?nid=439>

## Event Coordinator I Supplemental Questionnaire

### \*QUESTION 1

**Do you have a High School Diploma or GED?**

- ☐ Yes
- ☐ No

### \*QUESTION 2

**Do you meet one of the following requirements for the Event Coordinator I position?**

- ☐ An Associates Degree and one year event planning experience in public facilities, bureaus, special events or hotel environment.
- ☐ An equivalent combination of education, training and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the job.
- ☐ None of the above.

### \*QUESTION 3

**Have you completed any course work in marketing, visual and performing arts, organization practices, information**

**systems, hospitality and event management?**

- ☐ Yes
- ☐ No

**\*QUESTION 4**

**Do you have the ability to work irregular hours including evening, weekend and holiday hours as required?**

- ☐ Yes
- ☐ No

**\* Required Question**