**Events Coordinator I Standard Job Description**

**Classification Title:** Events Coordinator I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Events Coordinator I, under general supervision, provides central coordination of large events and conferences, to include pre- and post-event liaison with clients.

**Essential Duties/Tasks:**

**40% Event Coordination and Management**

* Coordinates large events and conferences, including scheduling, receiving, and processing space requests, contract negotiation, and service requirements and deliveries.
* Provides on-site customer liaison during events.
* Coordinates post-event review and follow-up contact.
* Maintains and coordinates the centralized events calendar.
* Monitors newspapers, periodicals, websites, and other media to identify events that may affect facilities and other campus resources.
* Interacts with customers at the site of their meetings and events, and confirms arrangements and level of satisfaction.

**20% Staff Supervision and Training**

* Participates in the supervision of assigned staff and provides orientation for new staff.
* Provides leadership and supervision of event team leads, event technicians, and student workers daily.
* Responsible for the hiring and training of new student workers and full-time staff in the setup area.
* Coordinates staffing levels for events and provides updates to the operations manager when staffing levels may need to increase or decrease.
* Creates a daily plan to manage the setup of events occurring in multiple buildings and outdoor areas on campus.

**10% Safety and Risk Management**

* Coordinates site safety and security.
* Executes appropriate risk management procedures to include crowd control measures and coordinates with officials to ensure compliance with regulations and policies.
* Can function as the supervisor on-site and/or building marshal for evacuations and emergency response during evenings and weekends.

**10% Communication and Collaboration**

* Communicates effectively and efficiently to all levels of the university and department through verbal and written conversations.
* Works closely with the loading dock, Event Services Desk, Custodial Staff, and
* Maintenance staff throughout their shift.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* None

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Strong organizational skills.
* Effective verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No** 