**Events Specialist Standard Job Description**

**Classification Title:** Events Specialist

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 7

**Job Description Summary:**

The Events Specialist, under general supervision, serves as an event planner in the coordination of special events. Produces promotional materials in support of special events.

**Essential Duties and Tasks:**

**40% Event Coordination**

* Coordinates and plans for various events held at the University.
* Develops and distributes the master calendar and schedules space requests for rehearsal performances, productions, and exhibit spaces for University and external clients.
* Produces correspondence, reports, contracts, purchase orders, and invoices related to special events.

**20% Mailing and Communication Management**

* Develops and maintains the master mailing list. Handles routine communication associated with events, including updates and inquiries.

**20% Scheduling and Space Management**

* Schedules and manages the allocation of spaces for rehearsals, performances, and exhibits.
* Ensures optimal utilization of event spaces for internal and external clients.

**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:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Four years of related experience.

**Required Licenses and Certifications:**

* None

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

* Knowledge of word processing, spreadsheet, and database applications.
* Ability to multitask and work cooperatively with others.
* Ability to communicate clearly and effectively to ensure understanding.
* Strong verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Telephone
* Computer

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**