



Event Coordinator

Job Description

Salary Range (\$38K - \$42K)

Job Summary: This position is responsible for planning, organizing, and administering events to promote tourism opportunities, trade, and the quality of life in the City of Lawrenceville; this position raises funds for the events organized.

Major Duties:

- Proposes, develops and coordinates special events for tourism, trade and economic development in the City; assists with the development and management of the budget for events; manages contracts; manages event expenses; manages City staff as assigned to work events; recruits and manages volunteers; secures vendors and compiles vendor database; maintains inventory of supplies and equipment;
- Develops plans and administers strategies for community and special events for the Lawrenceville Trade and Tourism Association (LTTA), City Parks and City facilities;
- Reports to and works with Marketing and Public Relations Manager to create and implement strategies for promoting events and activities through multiple media and social media outlets;
- Works with Downtown Manager to secure and collect special event sponsorships from local business and the regional business community; tracks expenditures to ensure compliance with established budgetary guidelines;
- Promotes City facilities and local amenities to potential private event organizers; supports customers by providing information concerning private event applications; plans for and coordinates the scheduling of private events on City property; determines compatibility of events with facilities; meets with user groups to educate them on fees, processes, insurance, and rules and regulations; informs affected departments about upcoming events and serves as onsite contact;
- Assists with the staffing of the City's Visitors Center; splits day-to-day calls; answers visitor inquiries both in person and online;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge special events planning and coordination;
- Knowledge of general office procedures, policies and equipment;
- Knowledge of City's history and demographics;
- Skill in dealing with the public and private enterprises;
- Skill in operating modern office equipment;
- Skill in oral and written communication;
- Ability to operate and utilize computer systems, software, and the internet in the performance of duties;
- Ability to network and develop relationships with the business community at large;
- Ability to coordinate and manage a number of projects simultaneously using effective time management and problem solving techniques;
- Ability to fund-raise



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- Ability to work independently and follow through on assignments with minimal direction;
- Ability to plan, organize and implement various activities and functions on an ongoing basis;
- Ability to establish and maintain effective working relationships with departmental personnel, City personnel and the public.

Supervisory Controls: The position is under direct supervision of Marketing and Public Relations Manager and reports up through the Economic and Community Development department.

Guidelines: Guidelines include City and departmental rules and regulations, and City ordinances, policies and procedures. These guidelines require judgment, selection and interpretation in application.

Complexity: Work requires analysis and judgment in accomplishing diverse duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

Scope and Effect: The purpose of this position promote the City through the planning, coordinating and administering of public and private City events which accentuate facilities, trade, tourism and economic development in the City.

Personal Contacts: Contacts are typically with coworkers, local merchants, event organizers, the general public, and other public and private entities.

Purpose of Contacts: Contacts are typically to give and exchange information, solve problems, raise funds and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk with intermittent standing or walking, but may require pulling, carrying, stooping and kneeling during special events. The employee occasionally lifts objects. The work may include occasional exposure to hot, cold or inclement weather. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in an office.

Supervisory and Management Responsibility: None.



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Minimum Qualifications:

Bachelor's Degree with coursework in Hospitality, Event Management, Management, Mass Communications, or Tourism; three (3) years of progressively experience in event planning, economic development or a related field; valid State of Georgia Driver's License; equivalent combination of education and experience.

To apply, please send resume and cover letter to tracy.tullis@lawrencevillegaweb.org or mail to:

City of Lawrenceville
Attn: Tracy Tullis
70 South Clayton Street
Lawrenceville, Ga 30046