



Glendale Arts Job Description

Job Title:	SPECIAL EVENTS COORDINATOR
Department:	Glendale Arts – Special Events & Development
Reports To:	Shared Management Structure – Chief Executive Officer and Director of Development & Community Partnerships
Subordinates:	None
FLSA Status:	nonexempt
Classification:	Full Time
Pay:	\$16-\$19 per hour (depending on qualifications and experience)
How to Apply:	Send cover letter and resume to employment@glendalearts.org

Position Summary:

Under general direction, the Special Events Coordinator assists with the production of special events and activities that enhance the mission and goals of Glendale Arts. The Special Events Coordinator is responsible for the implementation of systems that ensure smooth and successful event operations for the organization's community and fundraising events.

The Special Event Coordinator works closely with responsible staff, volunteers and committee members (when applicable) to ensure that all events are delivered on time, within budget, and at the desired level of quality. This individual cultivates positive long-term relationships with all event stakeholders, especially committee members and sponsors, and seeks to consistently improve event execution, outreach and revenues.

Events include, but are not limited to, the following:

GA Community Programs

Open Arts & Music Festival (Sept)
Open Shows (Spring / Summer)
POPUP (Year Round)

Development / Fundraising

Alex Theatre Countdown to 100 (Sept)
Illuminate Dinner (Fall)
Taste of Downtown Glendale (April / May)



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Given the small size of the organization, the Special Events Coordinator must be a self-started team player, willing to tackle “other duties as assigned” to ensure the overall success and sustainability.

Job Requirements and Qualifications

To perform this job successfully, applicants must be able to manage each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities:

- Consult on and / or develop event proposals (e.g. Timelines, contracts, staffing and budgets)
- Consult on and / or develop and manage event budgets
- Consult on and / or create procedures for all major processes
- Work with the appropriate departments to identify volunteer opportunities and work with Volunteer & Concessions Manager to ensure all needs are filled with trained volunteers as it relates to Glendale Arts events
- Consult on and / or directly secure suitable venues or locations ensuring that insurance, legal, health and safety obligations are adhered to
- Plan event layouts and coordinate with venue management, caterers, contractors and equipment rental
- Organize facilities for parking, traffic control, security, first aid, hospitality and the media
- Work with the appropriate departments to coordinate staffing requirements, tasks and job descriptions
- Ensure all necessary parties are thanked in a timely manner
- Research markets to develop and implement innovative approaches to improve or expand events, and identify opportunities for additional events
- Assist with marketing and public relations efforts in support of Glendale Arts events

Requirements

- Experience coordinating events
- Excellent organizational and time management skills including significant attention to detail
- Positive, professional, customer-service oriented personality
- Ability to establish productive relationships with people at all levels
- Good communication, presentation, and problem solving skills



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- Knowledge of and experience using social media platforms, such as Facebook, Twitter, Instagram, Snapchat is required. Experience with Microsoft Office (Word, Excel, Powerpoint), Google Apps (Drive, Docs, Sheets, etc.), and Dropbox.
- Working knowledge of Adobe Creative Suite a plus
- Understanding of budgeting and financial processes a plus
- Experience leading a team of staff and volunteers a plus
- Evening and weekend hours as needed

Additional Skills Required

Individuals in this position must possess high levels of the following:

Self-Management Skills - Ability to manage own time and priorities to ensure that deliverables are completed on time, within budget, achieving the desired scope, and at the required level of quality.

Process Skills - Detail-oriented and committed to providing prompt responses to inquiries and requests.

Thinking Skills – Ability to problem solve, manage multiple priorities, escalate issues appropriately, and make decisions.

Interpersonal Skills – Ability to listen actively, synthesize ideas, and collaborate with others to transform those ideas into action. Skilled at communicating orally and in writing, with emphasis on ability to present ideas clearly and concisely. Adept at maintaining effective working relationships with a wide variety of individuals at all levels in different professions.

Professional Skills – Exhibit maturity and professionalism in personal behavior when officially representing Glendale Arts.

Psychological Skills – Balance focus with flexibility, enthusiasm with patience. Be willing to take ownership and initiative.

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

The Special Event Coordinator position can be physically demanding. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee is frequently required to walk, sit, stand, stoop, kneel, or crouch, and climb ladders. The employee



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must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus. The employee will regularly use a computer.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the Special Events Coordinator is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, but is occasionally loud.