



CASCADE COUNTY

Job Vacancy Announcement

Submit all application materials to:
Cascade County Human Resources Department
325 2nd Ave N #108
Great Falls, MT 59401

Applications available at the Cascade County Human Resources Dept., www.cascadecountymt.gov or Job Service.

*Position: **Event Coordinator***
*Schedule: **Full-time with Benefits***
*Department: **Montana ExpoPark***

*Salary: **\$15.00 - \$18.00 per hour DOE***
*Closing Date: **Open Until Filled***
*Department Administrator: **Susan Shannon***

Education/Experience/Training:

- A Bachelor's Degree in Hospitality, Marketing, Business Administration or a closely related field and one (1) year of managerial or progressive supervisory experience working in event planning/production or the entertainment, sporting or fair/exhibit industry.
- **Or** any equivalent combination of experience and training relevant to the position totaling four (4) years.

Certifications:

- Valid Driver's License issued by the State of Montana or the ability to obtain within thirty (30) days of hire.

JOB SUMMARY

The Event Coordinator (Coordinator) at Montana ExpoPark (ExpoPark) is responsible for the planning, organization, coordination, management and supervision of events at ExpoPark as assigned by the ExpoPark Director to ensure event is executed according to contractual agreement. The Coordinator is involved in all elements and logistics of the assigned events, which vary in size and purpose, including client meetings, contract discussions, walk-throughs, planning, scheduling, promoting and organizing event details and aspects, coordinating the event and the operation of the assigned event, coordinating with maintenance staff and technical services, parking and traffic management and safety and managing and executing the assigned event. The Coordinator must maintain a working knowledge of the complex needs of a wide variety of events, plan for potential scenarios that could impact the integrity of assigned events and address and resolve potential issues that may arise during an assigned event. This position will create financial, administrative and operational reports as deemed necessary following the execution of an assigned event. The Coordinator contributes to a work environment that encourages positive staff morale, motivation, commitment and team building with ExpoPark event staff, other County offices, departments and staff. The Coordinator will engage in and provide excellent customer service to promoters, sponsors and guests and establish and maintain professional and effective working relationships with vendors, suppliers, contractors and sponsors. Responsibilities also include personnel management support, guidance and training, protocol and compliance activities and other related duties as required or assigned to support ExpoPark operational needs. This position will function in a mid-management capacity of ExpoPark event staff to include evaluation of such personnel, monitoring and reporting performance deficiencies and policy violations to the ExpoPark Director, participating in and making recommendations regarding employee discipline and corrective action activities. This position will perform other duties as required or assigned.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

Provides professional level support to the ExpoPark Director in the initiation, planning, administering, supervision and completion of specific duties and coordination of all elements of the events, including facility operations, supervision of event staff, budget, marketing and sales, food and beverage and public relations; Plans, organizes, coordinates, manages and supervises events at ExpoPark as assigned by the ExpoPark Director to ensure events are executed according to contractual agreements; Participates and functions as a productive and contributing member of the ExpoPark team; Attends and facilitates client meetings, contract discussions and walk-throughs related to assigned events; Plans, schedules, promotes, organizes event details and aspects, implements and coordinates an event plan and the operation of the assigned event, coordinates with maintenance staff, other ExpoPark divisions, contractors, vendors and technical services, parking and traffic management and safety and manages and executes the assigned event; Prepares, recommends, monitors and implements operations budget related to assigned events and ensures all costs remain within budget requirements; Makes purchases as necessary and authorized for assigned events; Works to maximize the performance, utilization and customer/community satisfaction of ExpoPark within existing labor and operational costs constraints; Works to build relationships with existing and new clients and business partners; Assists in the development of goals, plans and measurements for the identification, evaluation and enhancement of ExpoPark's operating and facility needs and services; Confers with the ExpoPark Director and other supervisory personnel at ExpoPark to discuss, identify, assess and evaluate costs, timing, issues and needs related to assigned events; Maintains a working knowledge and understanding of the complex needs of a wide variety of events; Engages in and provides excellent customer service to promoters, sponsors and guests and establishes and maintains professional and effective working relationships with co-workers, other county employees, vendors, suppliers, contractors and sponsors; Plans for potential scenarios that could impact the integrity of assigned events and addresses and resolves potential issues that may arise during an assigned event; Develops and coordinates plans and schedules to meet and accommodate unexpected situations and changing circumstances; Contributes to a work environment that encourages positive staff morale, motivation, commitment and team building with ExpoPark event staff, other County offices, departments and staff; Performs general management, administration and implementation of ongoing activities related to event protocol and compliance issues and provides input and makes recommendations related to policy development recommendations related to event protocol and compliance related issues; Performs personnel management support, guidance and training, protocol and compliance activities to support ExpoPark operational needs; Functions in a mid-management capacity of ExpoPark event staff to

include evaluation of such personnel, monitors and reports performance deficiencies and policy violations to the ExpoPark Director, participates in and makes recommendations regarding employee discipline and corrective action activities; Conducts special projects and prepares reports, memos, letters and other documents; Works with confidential and sensitive personnel information while maintaining and adhering to strict confidentiality rules, regulations and standards; Attends meetings, conferences and workshops as requested and authorized; Prepares agenda, information and exhibits for meetings; Performs other duties as assigned or required.

Knowledge and understanding of:

Proper usage of business English, including grammar, spelling and punctuation; Departmental rules, procedures and functions; Computers, electronic data processing, modern office practices and procedures; Microsoft Office Software, Word, Excel, Outlook, PowerPoint, Access, Kronos, Internet, Net, Outlook, FASTbook, ShoWare and other computer applications related to departmental functions and activities; Cascade County Operations Manual Policies; County Safety rules, procedures and practices; Techniques, principles and practices of arena, sport, rodeo and exhibition facility and grounds management; Fair, event/exhibition and arena industry practices and procedures; Management and supervisory techniques, principles and practices; Budget, purchasing and accounting applications, principles, practices and procedures; Contract negotiation practices and principles; Excellent organizational, interpersonal and customer service skills; Sales and negotiation processes in a sporting or event management environment; Vendor contracts, technical riders, event production, ticketing, catering, marketing and sales, facility operations and security and crowd control operations and procedures; Food and beverage activities, event coordination, financial internal controls and evaluation.

Skills in:

Operating computer software applications (Word, Excel, PowerPoint, Access, Kronos, Internet, Net, Outlook, FASTbook, ShoWare); Maintaining and working with multiple filing systems; Typing, filing, data entry, computer and organizational skills, use of office machines and word processing; Engaging in effective and professional written and verbal communication; Providing excellent customer service; Establishing and maintaining positive working relationships with co-workers, other County departments, employees, agencies, businesses, vendors, sponsors and the general public; Time management, organization, accuracy, attention to detail and organization; Decision making and effective problem solving; Using cash registers, including counting money, balancing and making change; Preparing detailed, accurate and reliable reports; Working with and negotiating sponsorship arrangements in order to maximize the profitability of ExpoPark's sponsorship arrangements in order to promote ExpoPark's interests and facilitate positive media exposure.

Ability to:

Proficiently operate a computer, use and understand common database, spreadsheet and word processing applications and learn specialized computer applications to complete required job duties; Perform a wide variety of public relations and customer services tasks with accuracy and speed under the pressure of time-sensitive deadlines; Establish and maintain professional and effective working relationships with the ExpoPark Director, the ExpoPark Marketing and Sales Manager, other ExpoPark personnel, other County employees, various agencies, businesses, sponsors, service providers, vendors, organizations and the general public; Work in a collaborative and team-oriented manner with management, other County employees and offices/departments; Communicate, orally and in writing, and interact with the public, employees and others in a professional, respectful and courteous manner; Motivate, train, organize, assign, supervise and evaluate the work of employees; Understand program objectives in relation to departmental goals and objectives; Understand laws, regulations, rules and policies governing program operations; Use and understand basic County and departmental accounting, purchasing, invoicing, inventory and financial reporting procedures; Respond promptly to requests and inquiries from the public, employees and others within established standards, guidelines, policies and procedures; Maintain a complex filing and database system; Compose correspondence from general instructions; Prepare, coordinate, collect, compile, analyze and utilize a variety of reports, records and data; Manage and complete multiple tasks under fixed timelines; Review and comprehend written materials; Follow verbal and written instructions and pay attention to detail and accuracy; Organize and prioritize work assignments and environment to maximize efficiency; Learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology; Adhere to and maintain strict standards of confidentiality; Observe established lines of authority; Adapt to changes in the work environment and deal with frequent change, delays and/or unexpected events; Exercise sound judgment and decision-making skills within established standards, guidelines, policies and procedures; Work in a professional, business-oriented environment according to all professional standards of ethics and decorum; Identify problems that adversely affect the organization and its functions and offer positive suggestions for improvements; Accept responsibility and be self-motivated; Demonstrate punctuality and observe established work hours; Work a flexible work schedule based on events and as needed, including extended hours, nights, weekends and holidays; Perform other duties as required or assigned.

The successful applicant shall serve a 6-month probationary period and will have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.

Notice to Applicants: Applicants who are claiming Veteran's or Handicap Preference must provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification and Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.

CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER