Job Title: Coordinator, Event Support Services

BCAT Code: 09JX41  Effective Date: July 1, 2009
Pay Grade: G14    FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages Event Services for high volume individual events, such as lectures, concerts, receptions, dances, presentations, etc., for a college or division of the University.

Examples of Duties
- Manages high volume events on an annual basis by providing equipment and support, such as stage installation, performance space, lighting, catering support, etc.
- Oversees the recruitment, selection, orientation, training, scheduling and evaluation of event set-up personnel.
- Develops event training manuals.
- Manages the solicitation policy for a college or division, which enables commercial vendors to sell and advertise on campus.
- Negotiates event contracts and activities with vendors.
- Manages guests, seating locations, and auxiliary components for each event.
- Manages the reservation of event venues located outside the college or division.
- Coordinates the delivery of support equipment, the installation and break down of equipment by contractors for major events.
- Manages all equipment, such as tables, chairs, stages, screens, podiums, pianos, table skirts, etc. and ensures that the equipment is serviceable and available for the event use.
- Administers the equipment storage locations and conducts periodic inventories.
- Develops and administers a system for tracking repairs, replacements and availability of the equipment.
- Trains the subordinate staff or set-up crew on the types and uses of equipment available for the programs/events.
- Ensures that all equipment is state-of-the-art; recommends improvements or additions to the equipment inventory.
- Provides special event support.
- Serves on committees and working teams as needed.

Knowledge, Skills, and Abilities
- Knowledge of event planning practices, procedures, and operation.
- Knowledge of computer software and hardware.
- Effective time management and organizational skills.
- Ability to work with people and work under stress.
- Ability to multi-task, pay attention to detail, supervise, and exhibit excellent customer service.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and three years of related experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.