Job Title: Events Planner, Rialto Center

BCAT Code: 09NX51  Effective Date: April 1, 2007
Pay Grade: G15  FLSA Status: Exempt  Revision Date: July 1, 2013

Job Duties/Responsibilities
Coordinates the oversight of event planning activities, such as advanced and walk-in bookings, the event scheduling and placement, event logistics, advancing of events, and the oversight of external event activities that impact the Rialto Center Facility.

Job Duties/Responsibilities
- Coordinates the events planning and events advancing with the stakeholders.
- Provides information and customer service to all customers.
- Coordinates and adjusts changes to the calendar of events.
- Participates in the design and modification of events prior to their scheduling.
- Maintains records of all past, present, and future events.
- Monitors the event budget and timing.
- Coordinates the logistics of events.
- Performs other event planning duties as assigned.

Knowledge, Skills, and Abilities
- Knowledge of event planning practices, procedures, and operation.
- Knowledge of computer software and hardware, such as Word, Excel, PowerPoint, Dreamweaver, PageMaker, Photoshop, QuarkXpress, Illustrator, etc.
- Effective time management and organizational skills.
- Ability to multi-task, pay attention to detail, supervise, and exhibit excellent customer service.
- Ability to communicate effectively verbally and in writing.

Minimum 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.