

## **EVENTS COORDINATOR TOWN OF JONESBOROUGH JOB DESCRIPTION**

**GENERAL:** Full time position working on various projects, events, and activities that enhance the quality of life in Jonesborough and achieve work tasks established in the Town Board's Work Plan. Project/Activity Manager is accountable directly to the Tourism and Main Street Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

- The primary responsibility is to provide leadership in undertaking all Jonesborough sponsored events like Jonesborough Days, Halloween Haunts & Happenings, Christmas in Olde Jonesborough, etc. Duties include chairing event planning committees, delegating work tasks, establishing budgets, using the Jonesborough Event/Activity Planning Guide, monitoring progress, and conducting evaluations.
- Understands conditions and regulations governing various programs and projects, including important milestones and reporting schedules.
- Participates in meetings necessary to carry out various projects and activities.
- Assist in obtaining regulatory approvals necessary to undertake projects and activities.
- Works with consultants needed for technical considerations in projects and activities.
- Helps sequence work, obtain supplies, organize manpower and schedule assistance with projects and activities.
- Keeps accurate records of activities, meetings, contacts, etc.
- Provide administrative staff with forms, expectations, and documentation necessary to keep accurate accounting of financial activity related to projects and activities assigned.
- Develops strategies to overcome roadblocks to accomplishing work tasks.
- Communicates with the various parties participating in projects and activities keeping them informed of schedules and milestones.
- Sends reports and updates as required to funding agencies, and communicate funding deadlines and documentation requirements to administrative staff.
- Assists in communicating with residents through various media about various projects and activities.
- Attends workshops, conferences, etc. that facilitate obtaining the knowledge and education necessary to obtain grant assistance and initiate projects that achieve the goals of the Town.
- Evaluates implementation of activities and the process used to undertake work tasks, and makes suggestions for a more efficient operation.
- Assists Marketing Team with event-related marketing efforts.
- Build and maintain relationships through networking, track and implement promotional opportunities to ensure proper recognition in fulfilling event agreements;

- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Strong knowledge of festival and event principles practices and procedures; Strong knowledge of organization; strong written, verbal and interpersonal communication skills; ability to work effectively with staff, media, department heads, town officials and the general public using tact in diplomacy; self-motivated, ability to communicate orally and in writing. A number of software packages may be utilized due to the variety of responsibilities of this position; training may be required.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Must possess a high school diploma or GED; graduation from an accredited college or university with a degree in any related field with an equivalent combination of five years of minimal experience in training which provides required knowledge, skills and abilities.

**OTHER REQUISITES:** From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignment, which under no circumstances are intended to constitute a demotion.

**ADA REQUIREMENTS:**

**Physical Requirements:** Task involve some physical effort i.e., some standing and walking, or frequent light lifting (5-10 lb.); manual dexterity in the use of fingers, limbs, or body in the operation of shop and office equipment; may involve extended periods of sitting at a computer.

**Environmental Requirements:** Task is regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**Sensory Requirements:** Task requires sound perception and discrimination; task requires visual perception and discrimination; task requires oral communications ability.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

**Classification: 13  
Exempt**