

**SANDY CITY**  
**APPROVED POSITION SPECIFICATIONS**

I. Position Title: Special Events Coordinator Revision Date: 12/10  
EEO Category: Admin. Support  
Status: Non-exempt  
Control No: 30600

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction and supervision of the Director of Community Events, coordinate events and logistical needs for Community Events, the Sandy City Amphitheater and the Sandy Arts Guild.

III. Essential Duties:

**Community Events:**

- Assist the Community Events Director in planning and executing all community events.
- Take the lead in managing specific assigned events, including the Balloon Festival, the Heritage Festival, Sandy's Fourth of July Celebration, Movies in the Park and Deck the Hall. This includes organization, budgeting, contracting, scheduling, advertising, coordination of staff and volunteers and set-up.
- Acquire rights to movies and set up and take down a 300 pound screen and other equipment for Movies in the Park. Drive SUV with trailer to movie locations.
- Work with the Fourth of July parade coordinator to ensure a safe and successful parade.
- Oversee the City's float for the parade season including the bidding and contracting of float design and construction.
- Work with the Community Events Director to fulfill the needs of any entertainment or performers required for community events including stage, sound and lights bids.
- Coordinate the technical needs of events including administering contracts, purchasing materials, obtaining permits, arranging security and parking, and soliciting vendors and sponsors.
- Work on event site layout to promote good participant circulation and meet safety needs.
- Work closely with Parks and Recreation, Police, Fire and other city departments to coordinate event needs.
- Work closely with other agencies and citizen groups to coordinate events.
- Build and maintain positive relationships within the community to facilitate more community participation and highly successful events.

**Sandy Amphitheater:**

- Work in cooperation with Parks and Recreation and Building Services to schedule and maintain the Amphitheater and surrounding spaces. Report any necessary repairs or items that need attention to the proper department.
- Coordinate the watering and mowing schedules with Parks and Recreation.
- Facilitate rental of the Amphitheater with outside organizations including contracting, insurance, security, payment, etc.
- Supervise intern and/or seasonal staff working with artists/performers.
- Oversee concessions:
  - Manage concessionaires if an outside party is operating concessions, including obtaining bids, contracting, scheduling, tracking percentages, coordinating with the local health department, ensuring sponsor compliance and making payments.
  - Manage seasonal concession services if operations are under City management including hiring, training, scheduling and disciplining staff, ordering supplies, tracking revenue, obtaining necessary health permits, and safety and quality control.
  - Assist with menu ideas, pricing, schedule, hours of operation, etc.

- Coordinate the needs of performing artists and/or their managers (i.e. ground transportation, hospitality, hotel rooms, meet and greet events, merchandising, complimentary ticket needs, dispute resolution with artist management, etc.) while at the Amphitheater.
- Create reports tracking merchandise fees, concession revenue and other non-ticket revenue to calculate per-capita earnings.
- In cooperation with the House Manager, track attendance figures for all Amphitheater events.
- Work with local restaurants to find the best quality food and the best price to meet the artists/performers needs.
- Serve as the primary contact for performers/managers, walk thru requests and those renting the Amphitheater.
- Administer contracts and Amphitheater rental agreements. Recommend fee schedule changes when necessary.
- Work closely with the Stage Manager and House Manager to coordinate events.
- Work with Sandy City Police and the Explorer unit to coordinate security needs.
- Coordinate safety training for full-time and seasonal personnel working on the light towers.
- Assist with ushering, ticketing and complaint resolution as needed.

**Sandy Arts Guild:**

- Work with the Arts Guild Producer to fulfill the needs of any entertainment or performers required for Sandy Arts Guild.
- Assist with scheduling of buildings and set-up and take-down of risers, lighting, sound, display boards, chairs, tables and pianos.
- Pick up art at local elementary schools.
- Work closely with Sandy Arts Guild staff and Production Committees to coordinate events.

**Division Support:**

- Serve as the division Safety Officer to ensure that safety rules and regulations are followed.
- Bid and contract all tents and porta-potties needed throughout the year according to City purchasing procedures.
- Work with Sandy City Police to coordinate security needs.
- Work with the Canyons School District to maximize cooperation between organizations.
- Serve on committees as assigned.
- Coordinate inter-departmental scheduling of events.
- Secure event sites as required.
- Obtain Mass Gathering Permits when required.
- Collect certificates of insurance when required.

IV. Marginal Duties:

- Help develop new events as necessary to promote community spirit.
- Serve as the division on-call representative.
- Create bids and purchase orders.
- Coordinate and update all division events on City's Master Calendar.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Bachelor's degree in a related field required.

**Experience:** One year related experience in event planning or operations required. May substitute year for year any equivalent combination of experience and education.

**Certificates/Licenses:** Valid Utah Driver's License is required.

**Probationary Period:** A one year probationary period is a pre-requisite to this position.

**Knowledge of:** Theatrical, large-scale community and musical event needs; understanding of concert touring is a plus; City and department policies and procedures; management, budgeting, purchasing, planning and problem solving techniques; computer equipment and software, including word processing and spreadsheets.

**Responsibility for:** Great responsibility for the care, condition and use of materials, equipment, money and tools; responsible to keep all events running smoothly without surprises and problems to the best extent possible; planning and organizing events.

**Communication Skills:** Ability to professionally furnish and obtain information from other departments; frequent contacts involving the carrying out of programs requiring tact and judgment to avoid friction; ability to cooperate with and influence others to obtain desired result; regular and frequent contact with the public, performers, sponsors, community groups and persons of high rank; requires well developed sense of strategy and timing; communicate effectively verbally and in writing.

**Tool, Machine, Equipment Operation:** Frequent use of personal computer, software programs such as Microsoft Office and email, printer, copier and telephone. Regular operation of a city vehicle and occasional need to drive a truck pulling a trailer.

**Analytical Ability:** Must have the ability to coordinate and follow through on multiple tasks; design, coordinate and implement a variety of events; prioritize and manage time effectively; use independent judgment to resolve problems; establish and maintain effective working relationships with employees and the public; work well under pressure and impending deadlines; adapt successfully to frequent and last minute changes.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls and frequently communicates with others. Work requires moderate physical exertion, including bending, kneeling, stooping and standing; some lifting and moving of heavy objects (up to 50 lbs).

*Work Environment:* Work is performed with moderate supervision. Job entails exposure to cold, heat and excessive noise and vibration (50% of work is performed outside); constant exposure to deadlines; moderate pressure and fatigue during an average workday; frequent daytime, evening and weekend work; some holiday work and work from home is required; constant attendance to concerts and events required; must dress and groom in a manner congruent with the image of Sandy City. Occasional on-call work required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIV. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PERSONNEL DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_