Position Description

Position Title:  Event Project Coordinator
Department:  Event Productions
Position Code:  G0427
Date Prepared:  1/2/15
FLSA Status:  □ Exempt  ☒ Non-Exempt  Full Time:  Yes  ☐ No

JOB SUMMARY:
The Event Project Coordinator is responsible for planning, coordinating, and implementing all communication details for conferences and events. This individual will create timelines and identify communication needs for events, develop and produce event branding, graphic development and event marketing materials.

ESSENTIAL JOB FUNCTIONS:
The employee in this position will have the following essential job functions:

- Plans and oversees the implementation and coordination of all event communication including, but not limited to, slides, conference booklets, web sites, signage, marketing assets, print pieces and apparel
- Works with Communications to request graphics and communication pieces used in all projects
- Consults with planners to determine objectives, goals, vision and requirements for each event
- Meets with planners to capture the vision and themes for events to develop branding and resources
- Works with minimal direct supervision and must prioritize tasks and manage time effectively
- Maintain detailed records of each assigned task, with its goals and completion
- Effectively communicates event goals and vision interpersonally and through written communication
- Copy edits to improve the formatting, style, and accuracy of text used for online pieces
- Provides support to event planning staff as needed during select public and core institutional events

Performs other duties as may be assigned by supervisor.

EDUCATION:
The person in this position must be a high school graduate.
EXPERIENCE:
The person in this position should have 1-2 years of experience in a similar job function; such as project management or marketing. Excellent computer skills are required. Experience with Abode Suite is strongly preferred.

SUPERVISION:
The person in this position will supervise no one.

The person in this position will report to the Assistant Manager of Event Productions.

WORK ENVIRONMENT:
The person in this position will work in an office environment the majority of the time. The employee may be asked to assist at public and core institutional events which necessitate long periods of time standing.

EQUIPMENT:
The person in this position will use the following equipment: standard office equipment, Project Management Equipment, Event Management System (EMS), WordPress, Microsoft Office, Adobe Photoshop and Illustrator.