



Job Specification

Job Title: Events Planner, Rialto Center
BCAT Code: 455X AC
Pay Grade: G15

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

Job Duties/Responsibilities

Coordinates oversight of event planning activities to include, advanced and walk-in bookings, event scheduling and placement, logistics of events, advancing of events, and oversight of external event activities that impact Rialto Center Facility.

Job Duties/Responsibilities

- Coordinates events planning and advancing with stakeholders.
- Provides information and customer service to all manner of customers.
- Coordinates and adjusts changes to calendar of events.
- Participates in the design and modification of events prior to scheduling.
- Maintains records of all past, present, and future events.
- Monitors 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 (Word, Excel, PowerPoint, Dreamweaver, PageMaker, Photoshop, QuarkXpress, Illustrator, etc).
- Ability to multi-task, pay attention to detail, supervise, and exhibit excellent customer service.
- Effective time management and organizational skills.
- 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 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.