

EVENT SUPERVISOR

Definition

Under direction, coordinate all activities with events at the facility, including the planning, organizing and controlling of events within the facility to meet contractual obligations and quality customer service standards. Coordinate with the Operations Supervisor the schedule of events held at the building. Direct and supervise the Event Coordinator.

Examples of Duties

Meets with user groups to provide information and guidance to the client in order to obtain accurate event specifications; prepares and reviews event agendas and confirms that all services and necessary preparations are in order; supervise, direct and coordinate the activities of personnel, subcontractors and vendors as required to successfully execute the assigned events at the facility; coordinate client service needs with catering and audio-visual concessionaires, security and other requested services; supervise, monitor and control event billing per client contracts; acts as a liaison for the client or building user to insure successful execution of program; conduct pre- and post-convention meetings with clients and facility staff; effectively communicate information through written correspondence, oral communication, preparation of reports, creating of diagrams, drawings and sketches and group resumes; develop and maintain effective relationships with service contractors and other suppliers of event services; may administer contracts with contractual service providers; act in marketing capacity by meeting with potential facility users and site selection committees, conducting site tours of the facility, and selling the Conference Center and the City of Monterey; may represent the Conference Center and the City of Monterey at trade shows and conventions; provide training, scheduling, supervision of Event Coordinator; coordinates activities with Operations Supervisor and Conference Center Manager to maintain budgets and meet established goals; act as the Conference Center Manager as assigned; and perform other duties as assigned.

Employment Standards

Education and Experience

High school diploma or equivalent, college degree preferred but not required and a minimum of three years experience in facility management or in the hospitality industry, preferably in catering or convention services.

Knowledge and Abilities

Knowledge of: The needs of users of large facilities; principles and techniques of organization; budgeting, personnel development, event planning, audio-visual systems and other equipment and practices typical to the industry; public fire and safety regulations; computer software programs.

Ability to: Plan, service, and supervise a variety of meeting and commercial events; anticipate equipment and other needs for individual events; ability to prepare effective reports and correspondence; ability to identify potential problems and make necessary plans for corrective action; ability to market the City of Monterey and the conference Center as a meeting location by interfacing with potential building users; ability to establish and maintain effective working relationships with facility users, employees and the general public; ability to plan, direct, and evaluate the work of subordinates; operate computer, telephone, hand-held radio, calculator and copier.

Must be available for extensive night and weekend work.

License Required

Possession of valid California Driver's License.