

CLASS TITLE: **Special Events Coordinator I**

CHARACTERISTICS OF THE CLASS: Under immediate supervision, the class assists in planning, coordinating and promoting music festivals, sporting events, tournaments and holiday celebrations sponsored by the Mayor's Office of Special Events; and performs related duties as required.

ESSENTIAL DUTIES: Assists in determining activities, entertainment and schedules for assigned events; participates in identifying and recruiting performers, participants, celebrities and production staff for events; assists in identifying and acquiring locations for neighborhood and downtown events, celebrations and tournaments; works with other city agencies to partner with, co-sponsor and share resources during events; attends meetings with community organizations, business representatives and aldermen or their representatives to discuss events planned in their communities; monitors vendors contracted to work events, ensuring that services are provided and that city policies are followed; assists in developing marketing strategies to promote upcoming events; participates in drafting and disseminating press releases, promotional pamphlets and program flyers; assists in setting up exhibits and promotional displays at events; attends and works events ensuring activities run smoothly; contacts city departments to arrange for the provision of medical, police and sanitation services at events.

RELATED DUTIES: Participates in and coordinates mass mailings of public information materials; assists in soliciting sponsorship for events; organizes tours of city offices and facilities for visiting dignitaries.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in the Liberal Arts, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Knowledge of popular musical artists, sports activities and celebration trends. Knowledge of program planning and administration. Knowledge of resources available within various communities in the city. Knowledge of various promotional and marketing methods.

Code: 1780
Administrative Service
Statistical, Technical and Analytical Group
Statistical Series

CLASS TITLE: **Special Events Coordinator I (Cont'd)**

Ability to plan and coordinate special events and programs. Ability to establish and maintain working relationships with performers, the media and the general public. Ability to promote events.

Good organization skills. Good oral and written communication skills. Good human relations skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April, 2004
City of Chicago
Department of Personnel
(Minimum Qualifications Revised July, 2006)