



TOWN OF SANTEE

194 Municipal Way | P.O. Box 1220 | Santee, SC 29142 | Ph: 803.854.2152 | Fax: 803.854.3233

Event Coordinator (4050)

Part time/Hourly/Non-Exempt

Purpose of Classification:

The purpose of this classification is to provide customer service, coordination and administrative support for Santee Conference logistics, planning and execution of events produced by various departments across the Town, which includes tradeshows, conventions, weddings and Town-related meetings and events.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs customer service functions: answers telephone, greets guests, and provides information or assistance regarding services, activities, forms procedures, fees or other issues; responds to routine questions and complaints; researches problems and initiates problem resolution; and refers complaints/problems to appropriate personnel.

Oversees conference center rentals: conducts facility tours, ascertains needs of guest events; communicates conference center rules and regulations; prepares, reviews and executes contractual agreements; enters information into online database and calendars; collects and records deposits and other payments to secure rental; and maintains related documentation.

Manages the execution of conference center events: coordinates set-up for each event as designated by renter; opens and closes facility; unlocks and locks doors; turns lights on or off; disarms and sets alarm; provides access to renters at designated time, periodically checks with renter to provide assistance as needed, and accesses building and grounds for damages after rentals.

Plans and executes Town of Santee special events such as annual yard sale, Easter Egg Hunt, Christmas Parade, etc.; creates, publishes and/or coordinates promotional materials such as schedules, news releases, flyers, brochures, posters, signs, websites, social media posts etc.; recruit vendors and volunteers; plans and coordinates appropriate decorations; and provides assistance to vendors, volunteers and participants on day of event.

Obtains and maintains inventory of Conference Center equipment and supplies: monitors inventory of products required for center operations; prepares purchase orders; monitors condition of equipment, chairs, tables and other items; requests repairs as needed; monitors condition of building; and coordinates work of technology, HVAC, or other personnel regarding upkeep and maintenance issues.

Communicates with town administrator, renters, other employees, contractors, vendors, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems, attends meetings; and provides information and input regarding Conference Center activities and needs. Coordinating with printing shops to have large signs made to post in strategic places in Town. Additionally, coordinating with these groups and individuals to create new ideas for future events. Attendance at community functions to network and identify potential event and collaboration opportunities Attendance at event trade shows and other outside events to promote and create ideas for new events. Ordering refreshments for Town Events, picking up orders when necessary. Responding to emails and voicemails pertaining to events. Staging event center and other venues for events, including but not limited to arranging tables and chairs (taking down and/or putting away), table cloths, items needed for events. Cleaning event center following Town Events including but not limited to sweeping, mopping, taking out garbage cleaning restrooms, replacing tables and chairs to original staging.

Required Skills/Qualifications:

High School diploma or GED required; supplemented by two years of experience in customer service, administration or related field; or any equivalent combination of education, training, or experience which provides the requisite knowledge, skills, or abilities for this job. Must possess and maintain a valid South Carolina driver's license.

ADA Compliance:

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and material of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth,

texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, hazardous materials, traffic hazards, bright/dim lights, toxic agents, or disease.

Disclaimer:

The above job description is not an exhaustive list of all duties and responsibilities of the position and in no way is to be construed as a contract. As with all positions, employment is “at will” or voluntary on both the part of the Company and the employee.

Employment is not for a set period of time and may be discontinued by either party for any reason with or without notice.

Equal Opportunity Employer:

The Town of Santee is an Equal Opportunity Employer

We consider candidates regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.