The University of Texas at El Paso

Job Overview			
Job Title	Coordinator of Special Events	**FLSA Status**	Exempt
Job Code	18385	**Creation Date**	December 13, 2010
Department		**Revision Date**	

Position Details	
Purpose	Helps negotiate contracts and coordinates the leasing of arenas, auditoriums, stadiums, or other University facilities.
Duties and Responsibilities	Serves as liaison between vendors and organization staff (ie. Company officials, staff, students, community groups) in booking auxiliary facilities for special events; determines suitability of space requested for events. May serve as media liaison and public relations contact for special events. Negotiates with booking representatives or producers of attractions to arrange terms of contract, dates, and fees to be paid for engagements; writes contracts and submits them for final approval; arranges for billing in accordance with contract agreement. May write and monitor grants monies; prepares respective expenditure reports. Studies reports to ascertain time lessee used facilities and if damage was incurred to auxiliary facilities or contents. Compiles estimated cost models, submits final budget, tracks budget statistics, and prepares management reports; provides event status updates. Schedules events considering such factors as entertainment policy, budget, and facility capacity. Notifies program participants of location assigned. Solicits new business and renews established contracts to promote rental of facilities; researches, evaluates, negotiates with, establishes, and maintains relationships with preferred vendors. Maintains schedule of rentals to determine availability of auxiliary facilities for bookings; consults with other department heads to determine space availability of auxiliary facilities.

Duties and Responsibilities Continued	Requisitions needed equipment such as audiovisual aids, music stands, and additional seats. Oversees operation and maintenance of facilities; supervises and coordinates activities of workers engaged in pre-set up and post-clean up of facilities. Researches, implements, and negotiates favorable advertising agreements with local media outlets. Procures sponsorship from local companies to offset programming and promotional costs of several special events. Organizes and promotes pre-and post-event tours, organizes required catering services and room and communication equipment setup. Determines appropriate responses to problems and emergencies. Notifies fire and police departments of scheduled use of buildings to provide protection. Knowledge of all Microsoft Office software and able to learn and use institutional software systems. Complies with all State and University policies. Other duties may be assigned.

Physical Demands	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include color vision, peripheral vision and depth perception.	**Work Environment**	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and high, precarious places. The noise level in the work environment is usually moderate.

Qualifications			
Minimum Education Required	Associate's degree or equivalent from two-year college or technical school within area of assigned responsibility	**Minimum Experience Required**	Three years of related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.
Preferred Education Required		**Preferred Experience Required**	
Core Competencies			
Quality of Work	Knowledge Responsiveness Accountability Customer Services Accuracy Commitment	**Productivity**	Analytical Thinking Prioritization Problem Solving Completion of Job Assignments Works Independently Initiative/Proactive
Reliability	Adaptability Trustworthiness Dependability Supportive Integrity Attendance	**Teamwork**	Collaboration Interpersonal Skills Networking Communication Contribution
Position Specific Competencies			
1		**4**	
2		**5**	
3		**6**	
Equal Opportunity/Affirmative Action Statement			
The University of Texas at El Paso is an Equal Opportunity / Affirmative Action Employer. The University does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, genetic information, veteran status, or sexual orientation and gender identity in employment or the provision of services.			

Note: The primary accountabilities above are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed above. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

Additional Information