



CITY OF SUGAR LAND
is pleased to offer applicants the opportunity to apply for the
position of:

Event Coordinator (Part-Time)

SALARY: \$18.00 - \$20.00 Hourly

OPENING DATE: 05/12/17

CLOSING DATE: 05/22/17 05:00 PM

POSITION DESCRIPTION:

At the City of Sugar Land, we are looking for people who are driven by a desire to contribute, possess a willingness to be challenged, inspired to be innovative, and committed to public service. Our champion employees are a driving factor for making Sugar Land "One of America's Best". The Parks & Recreation Department seeks a part-time Event Coordinator to work under the general supervision of the full-time Event Coordinator. The ideal candidate is interested in event operations and planning, and should be forward-thinking and creative. Customer service will be a priority and top candidates will have a proven track record of problem-solving and must have the ability to work quickly and efficiently on several projects at one time; be detail- and results-oriented; have strong time management skills; and work enthusiastically both independently and as part of a successful team. The position entails interaction with elected officials, sponsors, media, citizens, businesses and other departments within the organization, and requires excellent communication skills and an appropriate professional image.

SUMMARY OF DUTIES:

The Part-time Event Coordinator will report to the full-time Event Coordinator. The individual will assist in providing a variety of press releases, media alerts, social media schedules for multiple programs and event projects; design and develop press releases, plan and organize professional event purveyors such as entertainers rental and production companies, negotiate contracts and assist with contract routing, research sponsorship opportunities and obtain event sponsors, promote and facilitate special events that include: City-sponsored events, ground breakings, celebratory ceremonies, employee recognition events, and other special events. A strong emphasis of the position will be to pursue event sponsorships by developing a strategy to seek and maintain event sponsorship dollars regularly. In addition, applicants should have the ability to perform a variety of administrative, and office tasks related to event management. Qualified applicants will be required to set-up and breakdown tables, chairs and other event equipment; load and unload supply vehicles.

MINIMUM QUALIFICATIONS:

Minimum Qualifications:

- High School Diploma
- Two-year Event Planning or Sponsorship Sales experience
- Valid Texas Driver License

Preferred Qualifications:

- Municipal or Sponsorship Sales experience preferred
- Two-year coursework towards a bachelor's degree in Event Management or related discipline is preferred
- Certified Special Event Professional (CSEP) preferred

ADDITIONAL INFORMATION:

Must be able lift, carry 25 lbs. and work weekdays, evenings, and weekends, as needed. Work hours vary from 18 hours per week, Monday through Friday with 36 to 40 hours worked the week leading up to the

day of the each event. Offers of employment are contingent upon the results of a pre-employment controlled substance screening, driver license verification check and background check.

APPLICATIONS MAY BE COMPLETED ONLINE AT:
<http://www.sugarlandtx.gov>

Position #1700061
EVENT COORDINATOR (PART-TIME)
MT

2700 Town Center Blvd., N
Sugar Land, TX 77479
(281) 275-2735

jobs@sugarlandtx.gov

Event Coordinator (Part-Time) Supplemental Questionnaire

* 1. Do you have any experience working special events?

Yes No

* 2. If yes, please explain.

* 3. Do you have any experience obtaining sponsorships or event funding?

Yes No

* 4. If so, please explain:

* Required Question