

Events Coordinator

Salary: \$43,177-\$46,736

Type: Full Time

Benefits: Full Benefits

Date Posted: 1/22/25

About ABCD

The Arts, Business, & Culture Department is responsible for fostering Salisbury's thriving economic climate through supporting business, expanding economic opportunity, promoting artistic expression, hosting unique experiences, and maintaining regional attractions such as the Salisbury Zoo and Poplar Hill Mansion. By producing signature events, facilitating business incentives, and collaborating with stakeholders, this department strives to make Salisbury a place where arts, business, and culture intersect and flourish.

Profile

Under the supervision of the Events & Culture Manager and in collaboration with the Events Technical Specialist, the Events Coordinator will provide coordination, management, and logistical support for all Arts-Business and Culture Department events, partnership events, and event rentals. This position will serve as a point of contact for the City of Salisbury during special events, and requires night and weekend availability based on events schedules.

Education

Bachelor's Degree is preferred

Experience

At least two years of management experience. Prior experience in program/facility management, event production, volunteer coordination, arts outreach and project management are a plus.

Requirements/Certifications

Proficiency in MS Office Suite and Google Workspace. Strong organizational skills, the ability to communicate effectively, attention to detail and willingness to take direction.

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Events Coordinator

Grade:5

Department: Arts, Business, Culture

FLSA Status: E

Date: 1/21/2025

Position Profile: Under the supervision of the Events & Culture Manager and in collaboration with the Events Technical Specialist, provides coordination, management, and logistical support for the MD Folk Festival, Third Friday, Summer Concert Series, internally generated special events, partnership events and event rentals. Coordinates event details with outside promoters and ensures smooth communication between promoters and the city. Manages part time event staff and volunteers. Serves as a point of contact for the City of Salisbury during special events. Position requires night and weekend availability based on event schedule. Performs other duties as assigned.

Duties and Responsibilities

Administration/Task Completion: Holds self-accountable for assigned responsibilities; sees tasks through to completion in a timely manner.

- Assists with planning and managing events and programs
- Assists in the development of event budgets and tracks expenses to stay in budget
- Reviews event requirements and facilitates external support as needed
- Manages special assignments and projects within the department
- Performs other duties as assigned.

Skills Proficiency/Technical Aptitude: Skillful in use of tools, hardware, software, and equipment.

- Helps develop systems for event management
- Reviews and confirms event details with staff and external promoters
- Recruits and schedules food and craft vendors for events
- Works with the Arts, Business and Culture team to ensure events meet all health and safety requirements and operate in a risk-free environment

Leadership/Role Model: Acts a role model and peer leader among teammates and colleagues.

- Recruits and mentors part time events staff and volunteers.
- Develops and manages event volunteer system.
- Cultivates and develops professional relationships.
- Collaborates with colleagues to complete interdepartmental assignments and tasks.

Stewardship/Resources: Safeguards equipment, supplies and materials.

- Coordinates the storage and maintenance of event equipment and supplies with Events Technical Specialist.
- Maintains inventory controls of event equipment and supplies.
- Ensures events are in compliance with alcohol regulations.
- Manages workflow of staff and volunteers during events to improve efficiencies.

Development/Professional Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Assists in maintaining databases of vendors, sponsors and volunteers.
- Develops training systems for part time staff and volunteers.
- Attends training sessions and workshops.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed.

Education and Experience

- Bachelor's Degree preferred; Work experience may be substituted for education requirements.
- At least 2 years of experience managing events.
- Prior experience in program/facility management, event production, volunteer coordination, arts outreach or project management is preferred.

Certificates, Licenses, Registrations and Skills

- Valid State Issued Driver's License.

Physical Requirements

- This role may involve the physical demands associated with event management, including the setup and breakdown of event equipment and supplies, as well as working outdoors in varying and potentially adverse weather conditions.
- Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.