



City of Kansas City, Missouri Job Class Specification

Job Title:	EVENT OPERATIONS SUPERVISOR	Department:	CON & ENT FAC
Job Code:	1657	Status:	NONEXEMPT
		Grade:	NE-6

Summary

This is responsible work in organizing, staging and coordinating meetings, lectures, stage shows, sports events, concerts, exhibitions, conventions and theatrical events in the city's multi-purpose facilities.

Work involves managing and supervising the coordination of event operations setup staffing and custodial crews in assigned areas. Employees of this class are expected to create and maintain a positive image of the Convention and Entertainment Facilities Department, to exercise broad independent judgment, to reasonably anticipate clients' requirements and to work effectively with events' patrons and other departmental staff as directed. Work is reviewed through activity reports, observations, conferences and results obtained.

Duties and Responsibilities

- Supervises and manages the participation of Convention Event Operation Setup Division, custodial grounds facilities; engages crews in building stages, setting portable dance floors, prepares working sketches for displays, seating and services and other event related tasks.
- Plan, direct, coordinate, and review the work plan for convention services and operations; assign work activities, projects and programs; monitor work flow.
- Supervise and coordinate with Senior Facilities Attendants and Facility Attendants to implement the needs of events and clients.
- Monitors event operation supervision by maintaining client's event setup needs are being met.
- Plans and coordinates event changeovers for technical operational staff.
- Supervise staff and work to ensure the enforcement of city policies, and proper safety guidelines.
- Assists with the maintaining of the building equipment inventory.
- Responsible for all event operation setup services and activities involved in the interior and exterior operations of the facility including the arena, meeting rooms, ballrooms, exhibition hall spaces and park.
- May assist in the development of professional skills and training programs for event operations setup staffing.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:
Facility equipment, set-up procedures, event logistics, and personnel management.

Considerable knowledge of:
The operation and maintenance of moderate sized public events facilities.
Be able to read, interpret and direct event manifest and CAD Drawings for the crews. Have knowledge of equipment such as stages, tables and chair sets.

Education and Experience	Requires an accredited bachelor's degree and one (1) year of experience of event set up, event coordination and/or arena/convention management. OR High school graduation and five (5) years of experience in event set up, event coordination and/or arena/convention management.
Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none">▪ Must pass a background check as prescribed by the City.▪ May be required to possess a valid State -issued driver's license in accordance with the City of KCMO policies.
Supervisory Responsibility	Supervision is exercised over assigned personnel.
Supervision Received	Work is performed under general supervision.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
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Revised	