



City of Kansas City, Missouri Job Class Specification

Job Title: CHIEF OF EVENT COORDINATION **Department:** CONVENTIONS
Job Code: 1655 **Status:** EXEMPT **Grade:** EX-4

Summary This is highly responsible administrative work directing all aspects of event coordination.

Work involves management of all aspects of customer service and relations and contractual matters at the Convention Center. Employee represents and functions as principal assistant to the Deputy Director. Employee supervises and coordinates work of subordinate Event Coordinators, Event Setup Operations and other employees. This position is expected to exercise broad independent judgment in all activities with clients, event patrons and the public. Work is reviewed through activity reports, conferences and results obtained.

Duties and Responsibilities

- Supervises all event coordination staffing, event setup up crews, custodial services, facilities security, locksmith and American Royal Complex personnel, and clerical activities; prepares or assists in preparing cleaning expense projection estimates within established guidelines.
- Reviews contracts, operational schedules, catering contracts, etc., to make sure that dates, times, facilities, and equipment provided, etc. are correct and that the provisions made have been fulfilled.
- Conducts event surveys and collects information on operational and administrative matters, analyzes findings and makes reports of practical solutions.
- Records all booking information into a master ledger and approves dates for bookings and assigns events to event coordinators and event setup operations as they are booked.
- Attends and conducts pre and post event meetings with the clients and event coordinators.
- Reviews contracts, operational schedules, catering contracts, etc., to make sure that dates, times, facilities, and equipment provided, etc. are correct and that the provisions made have been fulfilled.
- Assists event coordination staff in monitoring events in the facilities.
- Issues set-up and service requests and schedules for events to Building Operations and other affected sections of the department.
- Prepares building wide operational manuals and other formal statements of improved procedures, methods, and systems of operations; assists with the installation of improved procedures, methods, and systems.
- Assists in the preparation of annual budget for the event coordination and event setup operations divisions.
- Prepares monthly facilities utilization reports and any other reports upon request of Deputy Director.
- Oversees street parking permit requests at Convention Center Complex.

- Assists in the hiring and training of all event coordination staff and event operation supervision staff.
- Performs related duties as required.

Technical Skills

Considerable knowledge of:

The operation and maintenance of moderate sized public events facilities.
Booking, scheduling and planning of multiple events in a multi-purpose convention facility.
Principles and practices of accounting, personnel administration and budget preparation.
Multiple events scheduling and servicing.

Ability to:

Plan and organize a large collection of variable activities.
Supervise and direct the activities of subordinate personnel as assigned.
Analyze, interpret and submit oral and written reports.
Establish and maintain effective working relationships with clients, employees, municipal officials and the general public.
Work unusual and varying work schedules.
Adapt to rapidly changing conditions, to make sound judgments and take speedy action to solve physical or functional service problems.

Education and Experience

Accredited bachelor's degree and three (3) years of supervisory experience in arena/convention management and/or event set up or coordination.

OR

High school graduation and seven (7) years experience in arena/convention management and/or event set up or coordination with three of those years in a supervisory role.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over a small group of clerical and professional subordinates.

**Supervision
Received**

Work is performed under the direct supervision of the Deputy Director.

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.

Created

10/79

Revised

2/83, 12/05, 9/06, 05/10, 08/2023, 01/2024