



<b>Job Title:</b>	District Event Planner	<b>Wage/Hour Status:</b>	Exempt/ 226 day
<b>Reports To:</b>	The Center Director	<b>Pay Grade:</b>	Professional Pay Grade 1A
<b>Dept. /School:</b>	Communications	<b>Date Revised:</b>	10/28/2014

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**Primary Purpose:**

Coordinate booking, planning and execution of events for the MISD Center for the Performing Arts.

**Qualifications:**

**Education/Certification:**

Bachelor's degree preferred  
High School Diploma required

**Special Knowledge/Skills:**

Ability to work independently as well as collaboratively with other agencies and departments  
Ability to detect and solve problems in an efficient and cost effective manner  
Excellent attention to detail  
Effective organizational, communication and interpersonal skills

**Experience:**

Demonstrated ability in special event planning and organization, including catering and customer service  
Experience in the entertainment industry or education preferred

**Major Responsibilities and Duties:**

1. Coordinate event and client management as directed by The Center Director.
2. Documents and communicates event center booking guidelines, usage policies and procedures.
3. Assists with facility scheduling and event calendar maintenance
4. Interacts with clients to identify their event requirements including but not limited to: space needs, staffing, physical setup, technical requirements and catering.
5. Serves as a primary liaison between client and facility/departments.
6. Monitor events, maintain close contact with clients and facility staff to ensure successful event.
7. Participate in staff briefings, pre-event and post-event meetings
8. Stays abreast current trends in client services and event management
9. Coordinates with appropriate staff on Center online presence and marketing
10. Plans and implements district special events and programs.
11. Serve as Manager On-Duty for after-hours events, including some nights and weekends

12. Other duties as assigned by the Center Director.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Mac/PC Platform, variety of software, digital camera, standard office equipment and portable radio.

**Working Conditions:**

**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 use hands to operate radio, and work on computer. The employee is regularly required to use feet and legs to walk the facility as many times as required during an event the employee is charged with for the day. The person must be able to climb stairs and walk long distances to access all seating. Lifting up to 45 lbs. must be able to work extended hours, weekends, and holidays as required.

**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Regular prolonged and irregular hours including weekends and holidays.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*