

**APPOMATTOX REGIONAL LIBRARY SYSTEM
POSITION DESCRIPTION/LONG FORM Rev. 7/2011**

POSITION TITLE: Beacon Theatre Event Coordinator
CLASSIFICATION: LAIII
IMMEDIATE SUPERVISOR: Deputy Director Hopewell
FLSA DESIGNATION: Non-Exempt / PTE

Position Summary

Under the supervision of the Deputy Library Director for Hopewell, coordinates and is the primary point of contact for the Beacon Theatre program. This involves communicating, negotiating with users as well as managing programs, meetings and events at the Beacon Theatre. Assists with marketing, ensures quality of the space and overall customer satisfaction.

Essential Functions and Responsibilities

1. Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
2. Consult with customers to determine objectives and requirements for events such as meetings, weddings and parties. Meet with customers at event site to coordinate details.
3. Inspect facility to ensure that it conforms to customer requirements.
4. Coordinate special needs requirements.
5. Coordinate with outside vendors for services for events such as catering, linens, and event security.
6. Manage customer communication, contracts, and satisfaction.
7. Review event bills for accuracy.
8. Evaluate and select providers of services according to customer requirements.
9. Arrange the availability of audio-visual equipment, displays, signage and other event needs.
10. Hire, train, and supervise volunteers and support staff required for events.
11. Negotiate contracts with service providers and suppliers.
12. Maintain records of event aspects including financial details.
13. Conduct post-event evaluations to determine how future events could be improved.
14. Assist with development and execution of a marketing plan.
15. Make contact with potential customers and manage leads.

Knowledge, Skills, and Abilities

- Ability to plan, organize and administer a department.
- Demonstrated management and supervisory skills.
- Desire and ability to serve the public with friendliness, tact, and diplomacy.
- Excellent written and oral communication skills.
- Ability to work well under pressure, paying close attention to detail.
- Ability to delegate work effectively.
- Ability to set own priorities for work to be done, and to meet deadlines.
- Ability to establish and maintain effective working relationships with staff members, government officials and staff, and the general public.

Work Environment

Work is typical of a large event space. Involves frequent walking and light to medium lifting. Regular contact is made with general public, government officials and staff, and vendors. This job is based at the Appomattox Regional Library System Headquarters Branch in Hopewell and will require work at the Beacon Theatre and off site, some travel.

Education, Experience, and Training

Education – Completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skill, and abilities. Bachelor Degree from an accredited college or university is preferred. Library experience and experience serving the public.

Experience – 3-5 years

Additional Qualifications

Requires valid driver's license. Required to work evenings and weekends.