SPECIAL EVENTS COORDINATOR: SESNON HOUSE

DEFINITION

Under direction, coordinates and oversees the scheduling, use and operation of the Cabrillo College Sesnon House, which may involve other campus facilities as appropriate; and performs all duties related to facility use, necessary for special events.

CLASS CHARACTERISTICS

This single position class has primary responsibility, under direction of the Director of Marketing and Communications, for coordinating and overseeing the use and promotion of the Sesnon House and other facilities as appropriate, and completing all related activities.

Successful performance of the work requires organizational skills and communication skills, written and oral. Responsibilities also include directing the work of short-term and student employees and activities related to the functioning of a college public use facility, which is used by both college and public groups.

EXAMPLES OF DUTIES (Illustrative only)

- Recommends and implements guidelines and procedures related to the use and operation of the Cabrillo College Sesnon House and ensures compliance with relevant policies and regulations (E)
- Works collaboratively with vendors and Cabrillo Culinary Arts and Hospitality Management (CAHM) Program on scheduling, coordinating, and implementing events (E)
- Coordinates, schedules and oversees Sesnon House facility use and related activities with college staff, community members, non-profit and private groups (E)
- Provides information to public and users, coordinates numerous details for scheduled events to ensure maximum facility use and resultant income to the College (E)
- Contacts appropriate user groups to provide services (E)
- Schedules event set up and clean up for the facility used, and ensures the maintenance and order of these facilities (E)
- Works with the director to develop materials for distribution regarding facility use policies and regulations (E)
- Recommends equipment purchases and monitors expenses (E)
- Arranges for facility and equipment maintenance to ensure timely and appropriate completion (E)
- Monitors income, expenditures, budgets, and processes deposits and invoices (E)
- Creates events using the college’s facility scheduling software; coordinates facility use with the college’s instructional component (E)
- Performs a variety of office and clerical duties; answers phones and responds verbally and in writing to questions and requests (E)
- Assists in marketing efforts to promote the use of Cabrillo facilities in the community (E)
- Maintains accurate records and files, and prepares reports and other written materials related to the work (E)
- Generates correspondence and reports as required using a variety of software such as email, word processing, spreadsheet and databases
- Represents the Sesnon House at large events; oversees and attends events at the Sesnon House and other sites as required (E)
- Assists the director with planning and coordinating college events as needed (E)
- Oversees vendors; interviews, recommends, trains and acts as lead worker for student assistants (E)
EXAMPLES OF DUTIES: (continued)

- May be required to do minor maintenance of facility, including adjusting the physical set-up of rooms
- May require driving for position related activities
- Performs related duties as required or assigned

(E) = designates essential functions

QUALIFICATIONS

Knowledge of:

- Events coordination including scheduling, arranging details for the event, and on-site coordination
- Program development, budgetary and administrative principles and practices
- Sensitivity to and understanding of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including the needs of people with disabilities
- General knowledge of the practices, principles and procedures of marketing and promotion
- Standard office practices, procedures, and equipment, including recordkeeping, common computer hardware and software such as email, word processing, spreadsheet, databases, calendaring, and scheduling
- Safe work methods and safety precautions related to the work
- Correct English usage, including spelling, grammar, and punctuation
- Basic bookkeeping, budgetary principles and procedures
- Basic supervisory principles and practices

Skill in and ability to:

- Coordinate and oversee the operation and maintenance of a public facility
- Apply and explain relevant laws, regulations, policies and procedures to college staff and members of the community
- Independently use initiative, follow through, and sound judgment within established guidelines
- Communicate effectively, both orally and in writing using diplomacy, patience, and courtesy
- Coordinate multiple projects and meet critical deadlines
- Prepare clear, concise, and complete records, reports and other written materials
- Maintain accurate files and records
- Speak effectively in front of small groups
- Prepare reports, correspondence and other written materials
- Operate a keyboard with sufficient speed and accuracy to enter data and prepare correspondence, reports, and other written materials using various software such as email, word processing, spreadsheet, databases, calendaring, and scheduling
- Scheduling and directing work of others in accordance with safety procedures

Other requirements:

- Must be able to safely lift and move equipment weighing up to 40 pounds
- Must be willing to work days, evenings and weekends
- Possession of and ability to maintain a California Driver’s license and safe driving record during the course of employment
QUALIFICATIONS (continued)

Education and experience:

A typical way to gain the knowledge, skills and abilities outlined above is:

Equivalent to completion of two years of college coursework in Culinary Arts and Hospitality Management (CAHM) or a closely related field AND two years of successful program coordination experience coordinating large events, such as receptions, conferences, or weddings for a public or private organization.