

**City of Lowell**  
**Job Description**  
**Please Post ~ August 15, 2014**  
**Deadline ~ August 21, 2014**  
**Special Events Coordinator**

**Job Title:** Special Events Coordinator (2700-94, 2058)  
**Department:** Manager  
**Reports To:** City Manager  
**Salary:** \$58,046.56 to \$62,462.40 annually (Full-time, 40hrs weekly, flexible)

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plans and coordinates the City's large and small scale of special events such as the annual Lowell Folk Festival and Winterfest.

Promotes all special event activities, through print, electronic or other media outlets.

Seeks out location, buildings, materials and equipment that are necessary in planning successful events.

Advises residents seeking permits to sponsor "block parties" street closings, or other activities on necessary procedures and requirements to follow.

Reviews event proposals or plans to determine time frame, funding limitations, procedures for accomplishing project, staff requirements and allotment of available resources to various phases of events.

Directs and coordinates activities of project personnel to ensure events progress on schedule and within budget.

Confers with personnel to provide technical advice and resolve problems.

Coordinates project activities with other departments and agencies. Contracts for services as needed.

Administers equitable lottery system of vendors seeking to sell wares at special events.

Coordinates sidewalk permits with downtown businesses related to special events. Researches and acquires entertainers to perform at special events. Negotiates rates, makes travel arrangements and payment of fees to vendors and contractors.

Communicates with outside agencies on ongoing events.

Acts as a liaison and works with National Park, Lowell Plan and other agencies in developing

and promoting events.

Develops and recommends budget for the City to fund special events and related expenditures. Evaluates success of events and makes adjustments as needed.

Prepares news releases, feature articles, press conferences and makes arrangements for interviews between City officials and press to promote events.

Informs City Officials (City Council, School Committee, City Manager and Assistant City Managers) regarding events for which they have been requested to attend.

Performs other duties as required.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

BS degree in Public Relations, Business Administration or related field desired. Two - four years similar experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, press releases and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **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.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Lowell is a smoke and drug free employer and requires physical with drug screen, CORI post offer.

***Qualified/interested individuals send resume and/or application to the Human Relations Office, 375 Merrimack Street, Room 19, Lowell, MA 01852 by deadline 4:00PM August 21, 2014. Applicants may also send resume and/or application to fax 978-446-7102 or email to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)***

**EOE/AA/504 Employer**