



### **SPECIAL EVENTS COORDINATOR**

Department:	Marketing & Communication	Class Code:	<b>870</b>
Revised Date:	<b>April 2022</b>	FLSA Status:	<b>Exempt</b>

We think Spokane Public Library is awesome. We are growing, building new facilities, and adding exciting new services and programs that are essential to the growth and success of our community. Our new buildings have been designed to provide 57 different meeting spaces ideal for special events.

The Special Events Coordinator will market, plan, and coordinate an efficient and effective use of Library event spaces maximizing the use of available public spaces while serving community needs. A typical week would include planning, coordination and execution of multiple events across a variety of Spokane Public Library locations. The Special Events Coordinator will make sure private and public special events go smoothly, exceed customer expectations, and establish the Library as a destination for special events.

#### **Primary Responsibilities:**

- Develops, implements, oversees procedures for public and private special events at Library locations.
- Develops and coordinates vendor relationships including catering/concession stand, liquor licenses, food handling, and event equipment.
- Plans special event details inclusive of guest needs.
- Markets event spaces and coordinates event schedules.
- Ensures a positive guest experience while tackling any concerns that may arise.
- Maintains a working knowledge of the complex needs of a wide variety of events.
- Partners with local organizations to build synergy within the community.
- Maintains a high-level of communication with guests planning events.
- Provides Event space reporting and payment management.
- Coordinate with the Spokane Public Library Business Office when collecting damage deposit checks for events.

#### **Preferred Attributes:**

- Excellent organizational skills, including multitasking, time management, and attention to detail
- Demonstrated ability to establish and maintain rapport with customers and provide a high level of professional customer service
- Ability to manage customer concerns positively and proactively.
- Ability to quickly adapt in a dynamic environment.
- Ability to handle pressure with grace and make split-second decisions
- Experience in maintaining and building enriching business relationships
- Within 40-hour work week, must have flexibility to coordinate evening and weekend events

**Preferred Education and Experience:**

- Bachelor's degree in event management or a related discipline
- Experience in marketing and/or public relations
- Job history and relevant transferable skills required and welcomed from a variety of sources and experiences.
- Or proven success as an event planner or coordinator

**About Spokane Public Library**

The Spokane Public Library's mission and vision is to be a community of learning and to inspire a thriving city through cultural and educational opportunities. We value education, collaboration, diversity, innovation, the customer experience, and everyday accountability. Since 1894, we have been dedicated to bringing people, information, and ideas together for the continuous growth and success of our community. We make Spokane citizens more interesting, confident, and connected to their community.

Spokane Public Library is committed to staff development, recruitment, and promotion that embraces diversity in age, race, color, ethnicity, marital status, gender identity or expression, language, national origin, mental and physical ability, religion, sexual orientation, veteran status, and other characteristics. We are committed to creating a workplace that is welcoming of intersectional identities in all its forms.