

## UNIVERSITY CONFERENCE COORDINATOR TITLE DEFINITION

### I. DEFINITION

#### UNIVERSITY CONFERENCE COORDINATOR

Positions are responsible for performing large and complex event management and/or conference coordination for large facilities located on campus or off-site. Events may range in size with the largest events comprising up to 85,000 guests. Conference attendees are university, city, state, national, and international, and frequently include large numbers of youth attendees. Positions are responsible for all aspects of conference and event planning for the following types of events; youth camps, music concerts, athletic events, commencement and homecoming events, large and complex conferences, seminars, and/or training institutes; festivals; and other special events for off-campus clients and the university community.

The duties and responsibilities of the position must include a combination of those identified in each of the following functional areas for a majority of the time.

**Administration;** hire and coordinate the duties of student workers during events; coordinate the preparation of marketing tools such as brochures, flyers, posters, newspaper ads, radio ads, cable television promotions, website content, banners, and direct mail pieces; serve as a resource/liason to related community organizations; and participate on committees to determine the content of events or festivals.

**Fiscal:** negotiate costs, develop the conference budget, and coordinate the billing and accounting for events; draft the conference contract, including insurance liabilities, and resolve customer billing issues; assist management with setting rates for facilities.

**Promotion of services:** interpret and administer policy as it relates to use of university facilities and space; meet with prospective clients to assess needs; develop food and beverage plans; coordinate housing for large events occurring in the community.

**Coordination of Services:** meet with prospective clients to assess special equipment or set-up needs including sound set-up, videotaping, acoustical needs, lighting, stage seating, stage set set-up and stage traffic flow; work with vendors to provide tents, shuttle services, and specialized equipment; coordinate crowd management, coordinate the set-up of first aid stations, lifeguards, and health stations; function as event manager during the event and resolving problems; work with police and security both on and off campus for relaxed street parking, crowd safety; youth safety, building safety, missing persons, severe weather guidelines, and fire code requirements.

### II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

### III. RELATED TITLES

Marketing Specialist, Operations Program Associate, Office Operations Associate

