



## **EVENT COORDINATOR – SEASONAL/INTERNSHIP**

**Paid Position Available: March - December**

**Required Work Months: May, June, July, August (up to 40 hours/week)**

**To Apply: Email resume to Special Events Manager, Julie Emerine: [jemerine@playsylvania.com](mailto:jemerine@playsylvania.com)**

### **Job Summary:**

The Sylvania Recreation Seasonal Event Coordinator/Intern is responsible for assisting with the oversight of all special events sponsored by or coordinated through Sylvania Recreation Corporation.

### **Responsibilities:**

- Monitor/supervise special events hosted at Centennial Terrace & Sylvania Sports & Exhibition Center.
- Schedule, set up, market, and implement national concerts, local, and private events.
- Assist with the planning and development of new events, activities, and ideas.
- Maintain daily records of event details and complete post event evaluations and reports.
- Communicate event requirements and details to appropriate departments.
- Work with other Departments/Managers to ensure adequate preparation for events.
- Assist with the promotion of events through paid media advertising, communications, and social media.
- Assist with daily cash handling of admission and concession sales for specific events as needed.
- Perform other duties as assigned by the Special Events Manager & Special Events Coordinator.

### **Essential Knowledge, Skills and Abilities:**

- Excellent knowledge, skills, and abilities in the principles of event planning and coordination.
- Excellent communication and interpersonal skills with a proven ability to communicate effectively with staff, general public, public officials, community and professional organizations.
- Strong leadership skills with the ability to exemplify the highest ethical standards of professional and personal conduct.

### **Minimum Qualifications:**

- Valid driver's license
- Excellent communication and interpersonal skills with willingness to learn.
- Ability to work independently and handle multiple tasks simultaneously.
- Must be able to work weekends, evenings, and holidays.
- Willingness to work outside and in a variety of weather conditions.
- Ability to lift and carry up to 35 pounds.

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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