

## University City Science Center Position Description

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| <b>Position: Events Coordinator</b>       | <b>Department: Marketing, Communications &amp; Community Engagement</b> |
| <b>Reports to: Quorum Program Manager</b> | <b>FLSA Status: Non Exempt</b>  |
| <b>Revised: September, 2017</b>           |   |

### **Position Summary**

The Events Coordinator ensures the Science Center's event-space and Quorum programming is well scheduled, planned and executed. This position is engaged in marketing and event planning/management activities that are intended to enhance Quorum's image as the go-to meeting and event location in Greater Philadelphia. Reporting to the Quorum Program Manager, the Events Coordinator researches and works with potential clients, creates promotional materials in conjunction with the marketing department, and prepares and presents bids for meetings and conferences to potential clients. Tasks include: scheduling a variety of internal and external events; drafting contracts for Quorum clients; coordinating details of recurring and special events; acting as the point of contact with external clients; and coordinating on-site execution of internal programs in the Quorum space.

The Events Coordinator must be able to work early morning and evening events on an as needed basis, and be able to operate under minimal supervision.

The Events Coordinator is a key member of the Marketing/Communications and Community Engagement team and as such has internal contacts with the Marketing Team, the entire administrative staff and external contact with event planners, Quorum clients and Innovation Plaza clients and partners, as well as funders and potential funders, business partners, and the community. This position has access to sensitive UCSC, and some start-up company information and is expected to handle such information with integrity and professionalism. This position has regular contact with industry partners, local government officials, and members of the community and is expected to represent UCSC in a professional manner.

### **Essential Functions**

- Under supervision of Quorum Program Manager, coordinates Science Center events and programs at Quorum and Innovation Plaza
- Manages event logistics including: room set up, catering, and scheduling of security and cleaning
- Manages and composes Quorum monthly events calendar
- Manages Quorum social media accounts
- Works with the Marketing team to update Quorum and Innovation Plaza website pages and manages online event registration and listings
- Works with the Quorum Program Manager to schedule a variety of internal and external events, write up contracts for Quorum clients, coordinate details of recurring and special

events, act as the point of contact with external clients, and assist with on-site coordination and execution of internal programs in the Quorum space

- Works with the Marketing team to market Quorum events and programs using Science Center website, regional events calendar, e-mail marketing, LinkedIn, Twitter, and other social networking sites
- Works closely with Property Management staff as well as IT team to ensure successfully event execution
- Assists Quorum Program Manager with other internal and external Science Center events as requested
- Ensures event space is clean and tidy, including meeting rooms, kitchen, reception area, common spaces, and desks.
- Assists the Quorum Program Manager, on various other projects on an as-need basis.
- Regularly interacts with all departments within the Science Center including Accounting, Development and Science & Technology.

### **Knowledge, Skills, and Abilities**

- Must be able to exercise discretion and independent judgment when working with both external and internal clients and make decisions independently.
- Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction with diverse groups of co-workers, external business partners and clients, and the community.
- Ability to manage multiple facets of program / event coordination and implementation with strong attention to detail in an often high-energy and time-sensitive environment.
- Solid understanding and ability to use computer applications such as Microsoft Office, Adobe Acrobat, PowerPoint, and other related software applications
- Ability to follow-up and follow-through with strong attention to detail.
- Ability to work early mornings, evenings, and weekends as needed.
- Knowledge and understanding of marketing, public relations, social media and communication strategies.
- Demonstrates ability to work with other people through a cooperative effort.
- Adheres to all UCSC and departmental policies and procedures.
- Attends all UCSC in-services as required.

### **Experience, Education, and Licensure**

**Minimum Experience:** 1-2 years of experience in program development, event management, marketing, communications, client relations, or community engagement, preferably for a non-profit organization. Direct experience with assisting with the planning of special events is highly preferred.

**Minimum Education:** BA/BS degree from an accredited college or university preferred.

## **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.

1. While performing the duties of this job, the employee will frequently stand; walk; sit; use hands to finger, handle, or feel objects, tools or equipment; reach with hands and arms; balance; talk or hear. The employee will frequently climb stairs; stoop; kneel; crouch or crawl.
2. The employee must be able to lift and/or move up to 25 pounds.
3. Operate standard office equipment.
4. Move and set-up equipment and related items for events.
5. Specific vision abilities required by the job include frequent reading and close vision; distance vision; color vision; peripheral vision; depth perception; and the ability to adjust focus.

## **Work Environment**

The work environment characteristics 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.

1. The noise level in the work environment is usually moderate with occasional loud noises.
2. Work is primarily indoors.
3. Light travel in local area to attend events, meetings, and visit Science Center locations.
4. Position may require occasional trips to attend conferences seminars, and meetings.
5. May require working non-traditional hours based on event schedules and operational needs.

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

*I have reviewed and understand the position description described above:*

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Signature

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Date

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Print Name