



## EVENTS COORDINATOR OPEN POSITION

***This is a full-time position working variable hours to include weekends and evenings.  
Salary is commensurate with education and experience.***

Performs a variety of managerial and administrative duties related to the planning, organizing, directing, coordinating, and monitoring the utilization, upkeep, and maintenance of the Duchesne County Centennial Building. Acts as publicity and event developer to promote and attract special events and activities to the County. Will be responsible to build relationships with organizations, individuals and businesses in order to contract leisure and business events in the facility.

### ESSENTIAL FUNCTIONS

- Manages the day-to-day operations of the aforementioned facilities; develops cooperative relationships with Convention Bureau and Chamber of Commerce in promoting tourism and special events to the County; solicits, negotiates and schedules events; registers event vendors and participants.
- Conducts staff / volunteer planning and training meetings; works closely with the human resources department to monitor division personnel needs and assists with recruitment, selection, and training of new employees / volunteers; instructs in operational and policy procedures to insure strict performance standards are adhered to.
- Develops annual projections of materials, equipment, and supplies; develops and recommends annual budget; develops inventory controls and monitors material usage; purchases departmental needs, negotiates with vendors.
- Solicits and negotiates for the use of grounds and facilities and the scheduling of events; collects and receipts fees; establishes contracts for use; monitors use to assure compliance with agreements.
- Markets, develops and promotes working relationships with various groups and associations, i.e., professional organizations, cutter associations, 4-H clubs, rodeo organizations, state athletic associations, soccer and dance groups, coordinates long term use and access contracts.
- Through Maintenance Supervisors, directs work release projects; assures proper work activity and security for release crews.
- Performs related duties as required.

### MINIMUM QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Associates Degree Preferred but not Required
- Five (5) years of progressively responsible work experience related to event management
- An equivalent combination of education and experience.
  - Must possess a valid Utah driver's license.
  - Must pass complete background check and drug testing.

### APPLICATIONS

County website at <http://duchesne.utah.gov>

Via email: [myergensen@duchesne.utah.gov](mailto:myergensen@duchesne.utah.gov)

In person: Duchesne County Administrative Office Building,  
734 N Center St, Monday through Friday 8:30 AM - 5:00 PM

By Mail: ATTN: Human Resources Director: Duchesne County Administrative Office Building  
P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHEсне COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND  
IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.**