



Job Title: Event Coordinator

Exemption Status: Exempt

Reports to: Event Services Manager

Date Revised: February 2026

Dept./School: Event Services/Curtis Culwell Center

Pay Grade: 101

Primary Purpose:

Perform as the primary coordinator between facility users and the Curtis Culwell Center. Monitor events from move-in to move-out, ensuring that all facility policies and procedures are followed at all times and all aspects of the agreement with each facility's user are carried out. Acts as the manager on duty for all assigned events. Duties are varied and require independent action.

Qualifications:

Education/Certification:

- Bachelor's degree related to administration or management
- A valid state driver's license

Experience:

- Minimum of 2 (two) years or more equivalent experience relevant to the position

Special Knowledge/Skills:

- Excellent communication skills
- Ability to plan, assign, and supervise the work of a moderately large group of semi-skilled and unskilled workers
- Ability to work flexible hours, including nights, weekends, and holidays
- Knowledge of the management and operations of event facilities is a plus
- Ability to speak and write in English, Spanish, and/or other languages
- Ability to demonstrate excellent communication, supervisory, and leadership skills.
- Ability to independently analyze conditions and problems and take appropriate action.
- Ability to work in an extremely fast-paced environment in a highly responsible position.
- Ability to express oneself clearly and concisely, orally and in writing.
- Ability to interact and communicate well with the public.

Major Responsibilities and Duties:

Performance Effectiveness

1. Provides primary face-to-face contact with facility users and patrons during events.
2. Reviews event agendas, function sheets, and floor plans to evaluate every event set up to ensure that each is correct and that all facility-provided services and move-in and move-out times are provided or followed per the agreement, and make corrections or take appropriate action as needed.
3. Works with the approved caterers and the exclusive concessionaire to ensure the catering rules and regulations are followed during events.
4. Maintains availability, open communications, and close interface with clients or patrons and services requests as needed.
5. Trains, schedules, supervises, delegates, manages, evaluates, oversees crowd management, and coordinates all event service personnel during events, including event

security, ushers, ticket takers, ticket sellers, parking attendants, AV Technicians, event custodians, contracted services, etc.

6. Utilizes EBMS software in scheduling, invoicing, and general information or reports.
7. Must be erudite with the facility's "Event Services Handbook," "Catering Rules and Regulations," "Ticketed Events Procedures Manual," and "Emergency Plan Manual," and is responsible for administering these policies during events.
8. Ensure all audio-visual equipment ordered by the client is in working order, interfaces with any pre-approved client's equipment, and instructs users on proper use.

Personal Effectiveness

9. Displays professionalism in dealing with students, parents, staff, and facility users.
10. Approaches problem-solving tactfully with directness and integrity.
11. Exerts a positive influence and works in harmony with associates.
12. Responds to suggestions for improvement positively.
13. Displays self-control and tact.
14. Must display good attendance and be punctual.
15. Maintains professional appearance.
16. Is mentally alert and physically able to perform job functions.
17. Provides for the care and protection of school property.

Professional Effectiveness

18. Manifests support for and compliance with the philosophy, objectives, policies, and procedures of the Curtis Culwell Center and Garland ISD.
19. Follows the Curtis Culwell Center policies about individual assignments.
20. Demonstrates an interest in acquiring new skills and knowledge.
21. Seeks professional growth through continuing education and staff development.
22. Performs all other duties as assigned.

Supervisory Responsibilities:

Supervises event services technicians, audio-visual technicians, custodians, and other facility staff during events

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, including frequent keyboarding and use of a mouse; occasional reaching; ability to navigate the facility for prolonged periods of time

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; occasional travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; remain alert for extended periods of time

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____