

Code: 1778  
Administrative Service  
Statistical, Technical and Analytical Group  
Statistical Series

**CLASS TITLE: Program Coordinator - Special Events**

**CHARACTERISTICS OF THE CLASS:** Under direction, the class plans and coordinates major lakefront events/festivals and programs; and performs related duties as required.

**ESSENTIAL DUTIES:** Determines activities, entertainment and schedules for assigned events; supervises staff engaged in the planning and coordination of programs and events; recruits performers, celebrities, participants and production staff for assigned events; negotiates service contracts with events producers, performers and vendors; identifies and acquires locations for neighborhood and lakefront festivals, celebrations and tournaments or supervises staff performing these activities; oversees the acquisition of permits, insurance and transportation for events; works with events producers on programming, logistics, accommodations and production details; prepares or oversees the preparation of itineraries of entertainers and guests; allocates and monitors program budgets, reviews receipts and approves payments ensuring expenditures remain within budget; participates in fund-raising activities to solicit monies for events; works with other city agencies sponsoring events to partner with and share resources; meets with program sponsors, business representatives and aldermen to discuss events and to resolve issues or concerns; works with public relations staff in developing marketing strategies and promoting events; oversees the set up of exhibits and promotional displays at events; attends and works events ensuring planned activities and entertainment progress smoothly; responds to inquiries, problems or complaints involving assigned programs or events; prepares progress reports on the status of events.

**RELATED DUTIES:** Serves as a liaison with other city departments during events to ensure medical, police and sanitation services are provided; assists during other events as needed.

**MINIMUM QUALIFICATIONS:**

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in marketing or a related field supplemented by five years of progressively responsible experience in events coordination or program planning or an equivalent combination of training and experience is required.

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**CLASS TITLE: Program Coordinator - Special Events (Cont'd)**

Knowledge, Abilities and Skill. Considerable knowledge of popular

musical artists, sports activities and celebration trends.  
Considerable knowledge of program planning and administration. Good  
knowledge of municipal policies regarding events held within the city.

Ability to establish and maintain working relationships with events  
producers, performers, alderman, the media and the general public.  
Ability to manage budgets. Ability to solicit sponsorships. Ability  
to supervise personnel.

Considerable skill and coordinating and promoting events. Good  
organizational skills. Good oral and written communication skills.  
Good human relations skills. Good marketing skills. Good negotiating  
skills.

Working Conditions. General office environment.

Equipment. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as  
inclusive as possible, there may be other duties which are  
essential to particular positions within the class.

April, 2004  
City of Chicago  
Department of Personnel