



## Employment

### Events Engineer

**GENERAL PURPOSE OF THE JOB:** Under the direction and with the assistance of the Senior Manager of Events & Public Spaces Logistics, the Events Engineer implements event time lines developed for the setup and breakdown of all internal and external events. The Events Engineer will be responsible for coordinating the physical, logistical and technical attributes for scheduling internal and external events in CCD parks. This position, in cooperation with the Senior Manager of Events & Public Spaces Logistics ensures that outside vendors meet the requirements of the CCD as it pertains to setting up events and following standard operating procedures, in a timely fashion. The Event Engineer coordinates with and works across departments to ensure a successful CCD event.

This position will have a flexible work schedule which will require nights and weekend event coverage as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Working knowledge of the various systems and weight load requirements for all CCD parks;
- Participate as necessary in regularly scheduled CCD event logistics meetings along with the Senior Manager of Events & Public Spaces Logistics;
- Participate in site visits and presentations to potential clients as required by the Senior Manager of Events & Public Spaces Logistics;
- Manages logistics timeline with client and vendors;
- Ensure that information on the Events Calendar is accurate and up to date;
- In cooperation with the Senior Manager of Events & Public Spaces Logistics, assist with communications to CCD staff the timelines and priorities for the logistics for all events in CCD parks;
- Work with Parks staff to ensure all required certificates of insurance are in place prior to any event;
- Oversee and assist with set-up and take down logistics, as required by the Senior Manager of Events & Public Spaces Logistics;
- Work with the Senior Manager of Events & Public Spaces Logistics to communicate and complete necessary forms and documents for event execution;
- Manage the event area to ensure that all appropriate signage and barricades are in place if required;
- Ability to work a flexible schedule, including early mornings-late nights-weekends and holidays.

*These are the essential functions of the position, other duties may be assigned. Incumbents may be required to follow any additional related instructions, acquire job related skills and perform other work as required.*

### SUPERVISORY RESPONSIBILITIES:

- Supervisory responsibility over vendors, Event, Parks & Public Spaces staff during any event or programming setups or take downs;
- Coordination with specific department heads as appropriate for management of safety, security, and cleaning personnel required for events.

### EDUCATION AND EXPERIENCE:

- Associate's degree (A.A.) or equivalent from a two (2) year college; six (6) months to one (1) year related experience and/or training; or equivalent combination of education or experience;
- Three (3) to four (4) year's experience in facility sales and event management, preferably within the performing arts or hospitality industries.



## Employment

### **SKILLS AND ABILITIES:**

- Detailed experience with planning for major events; familiarity with front of house, catering and production related activities;
- Ability to coordinate across departments in an organized manner to set up venues and help to finalize all logistics;
- Ability to multi-task;
- Exceptional attention to detail;
- Excellent customer service skills and a commitment to client satisfaction;
- Must be a team player and have excellent interpersonal skills;
- Strong written and verbal communication skills;
- Experience with multi-venue operations;
- The ability to coordinate numerous events concurrently.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess a valid Pennsylvania Driver's license, with a satisfactory driving record;
- Must pass a criminal background investigation, including child abuse clearance and reference check.

### **PHYSICAL CHARACTERISTICS:**

- While performing the duties of this job, the employee is regularly required to use hands and fingers to handle or feel objects, tools or controls and is required to talk and hear. The employee is frequently required to sit, stand, walk, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell. The employee must frequently lift 10 to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Forward Resumes To:**

Human Resources Department

Center City District

660 Chestnut Street

Philadelphia, PA 19106

Fax: 215.922.7672

e-mail: [jobs@centercityphila.org](mailto:jobs@centercityphila.org)

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