



## CLASS SPECIFICATION

**Class Title:** Events Assistant  
**Department:** Western Sports Park  
**FLSA:** Non-Exempt

**Class Code:** 1091  
**Grade:** 12  
**Eff. Date:** 03/28/2017  
**Revised:** 12/08/2021

### GENERAL PURPOSE

Under direct supervision of the department director or an administrative supervisor, assists in planning, organizing, implementing, and staffing events; performs event planning, marketing and support activities.

### EXAMPLE OF DUTIES

Coordinates with groups associated with the Western Sports Park (WSP) to assist with planning and execution of events. Promptly responds to event organizers' requests. Assists with coordination related to maintenance, set-up, take-down, clean-up and security. Ensures cooperation and effective communication regarding logistical needs of events.

Serves as WSP liaison; communicates with event organizers, service providers, sponsors, vendors, rental companies, etc.

Assists with developing marketing strategies, including social media, to promote events, activities, and programs; prepares and disseminates promotional materials. Assists with maintaining the Legacy Events Center website; creates social media pages and posts.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS

#### 1. Education and Experience:

High school graduation or equivalent, plus at least one (1) year of experience in event planning, marketing, or customer service. Related education may be substituted for experience.

Preference for marketing (including social media) or public relations experience.

#### 2. Special Qualifications:

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

#### 3. Necessary Knowledge, Skills, and Abilities:



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**Knowledge of:** computer applications, including MS Word and Excel; creating and maintaining social media sites; planning events; marketing and promoting events.

**Skill in:** using common office equipment, including but not limited to, a multi-line telephone, multi-function copier, and all applicable computer hardware and software applications.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** organize and prioritize multiple tasks; meet deadlines; analyze problems and recommend effective option and solutions; work evening hours and weekends; work with minimal supervision; operate computer hardware and applicable software; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, board members, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***