



ALLENTOWN PARKING AUTHORITY
Events Manager

This position reports directly to the F.E.O.D. Manager

This is a management position, responsible for managing and training the event staff.

REQUIREMENTS

- Previous management experience or demonstrated potential
- Work experience with public contact
- Must have a high school diploma/GED
- Possession of valid PA driver's license
- Must be able to work with different kinds of people
- Must be able to deal with the general public, customers and employees with tact and courtesy
- Provide superior customer service and represent the Authority in a professional manner at all times
- Must be able to respond to customer requests in a timely manner with a professional attitude
- Must be able to work a flexible schedule and all assigned hours which includes evening, weekends, and holidays
- Must be able to work in all weather conditions
- Must have knowledge and experience with Microsoft Outlook, Excel, and Word

JOB DESCRIPTION

The Events Manager is required to work a rotating schedule that includes some weekends and holidays. During times when events are not scheduled the events manager will report to the maintenance supervisor for assignment. Other duties include:

- Event preparation for team leads
- Scheduling appropriate staff for each event
- Coordination with event venues (PPL Arena, Symphony etc...)
- Money preparation including start money, counting, making deposits and change
- Financial responsibility to enter accurate information into spreadsheets
- Tracking and reporting financial information to F.E.O.D. Manager
- Coordinating event setup and break down
- Keeping track of inventory and event equipment
- May collect parking fees
- All other duties as assigned by the F.E.O.D. Manager

Print Name: _____ Date: _____

Signature: _____

PAY RATE: Depends on Experience