
TITLE: SOUND TECHNICIAN - ARENA

QUALIFICATIONS:

1. Training and/or experience in arena/large venue sound systems
2. Demonstrated ability of scheduling work, identification of deadlines
3. Above average sound system operation and computer skills.
4. Knowledge of electronic equipment
5. Good interpersonal skills and ability to communicate effectively in writing and in person.
6. Ability to operate all required power tools and or equipment
7. Ability to coordinate multiple projects concurrently
8. Required criminal history check and proof of U.S. citizenship or resident status

REPORTS TO: Coordinator of Events and Corporate Partnerships, Superintendent and/or his/her designee.

JOB GOAL: To work closely with the district staff and outside vendors to operate sound systems at arena including but not limited to: Sound systems for presentations, special events and meetings. Is the liaison between the school district and outside vendors of planned events or presentations at the arena.

PERFORMANCE RESPONSIBILITIES:

1. Have a valid NJ Driver's License
2. Be well organized with sound systems and their functioning
3. Works with the Coordinator to effectively plan and manage current projects and planned events
4. Ability to use and test equipment and also maintain and repair systems
5. Experience with hand tools and small power tools
6. Other tasks that may develop as necessary and as directed for the proper and efficient operation of the sound system at the arena

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Adopted Date: 07/24/2019
Revision:

TOMS RIVER REGIONAL SCHOOL DISTRICT

TITLE: COORDINATOR OF EVENTS AND CORPORATE PARTNERSHIPS

QUALIFICATIONS:

1. Bachelor's degree in Event Management preferred; significant work experience can substitute for degree
2. Knowledge of principles and techniques of leadership, organization, supervision, administration and management
3. Proven event management experience
4. Experience that demonstrates skill, knowledge, and understanding, as appropriate, of market research/analysis, public relations, promotions, events design and production, marketing, hospitality, proofreading, editing, writing, public communications, organization, coordination, and project management.
5. Effective management, problem-solving, organizational, human relations, and written and verbal communication skills
6. Marketing, reputation management, and public awareness building practices
7. Ability to manage multiple projects and work assignments from a variety of staff and volunteers
8. Excellent interpersonal skills both in person, in writing, and by phone, with high professionalism
9. Ability to accomplish projects with little supervision
10. Sales skills and ability to build productive business relationships
11. Excellent customer service ethic and high expectations for quality
12. Interpersonal skills using tact, patience and courtesy, and the ability to adapt to a wide range of challenging situations
13. At least three years experience with office administrative management
14. At least one year experience coordinating special events, both large and small in scale
15. Proficient using the latest versions of Microsoft Office Suite, email and web searches

REPORTS TO: Superintendent or his designee

JOB GOAL: To initiate, enhance, coordinate and oversee completion of District events and existing and new corporate partnerships including the development of new revenue opportunities.

PERFORMANCE RESPONSIBILITIES:

1. Develop, coordinate and oversee all details of events such as conferences, charity events, trade shows, fundraising events, etc. at the Arena and other locations for district events. Athletic events are excluded unless otherwise notified.
2. Plans and coordinates events and programs to provide recognition for the district, parents, volunteers, and employees.
3. Keep track of event finances including check requests, invoicing and reporting. Calculate budgets and ensure they are adhered to.

COORDINATOR OF EVENTS AND CORPORATE SPONSORSHIPS (Continued)

4. Must be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision, and be willing to work evenings and weekends.
5. Work independently and with promoter to find and book talent, including musicians, bands, etc.
6. Visit venue to plan layout of seating, decorations, audio visual equipment, signage, etc.
7. Schedule speakers, vendors, and participants. Research the market and identify any additional event opportunities and generate interest.
8. Arrange food and beverage options for events with Food Services Director or outside vendors when appropriate.
9. Coordinate and monitor event timelines to ensure deadlines are met.
10. Initiates, coordinates and/or participates in all efforts to publicize events.
11. Edit and design promotional materials. Work with printer and designer to develop event materials.
12. Develop and manage online webpage and social network promotions of facility use and upcoming events, and related corporate sponsorship and advertising.
13. Prepare presentations.
14. Secure event space.
15. Prepare and modify event contracts as requested.
16. Work with Promoter Services to secure sponsorships.
17. Cooperates with the sponsors of such district-wide, regional, statewide or national competitions as the Superintendent or his designee recommends.
18. Annually gathers data, creates the district calendar of events and ensures its proper distribution.
19. Work with other District Supervisors and/or coordinators to hire staff to manage the event, including security personnel.
20. Manage correspondence.
21. Coordinate event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations.
22. Keep inventory of backdrops, projectors, computers, lighting, sound equipment and other display materials.
23. Propose new ideas to improve the event planning and implementation process.
24. Serve as a liaison with clients and vendors on event-related matters.
25. Assist with managing on-site production and clean up for events as necessary.
26. Ensure compliance with legal, insurance, health and safety obligations.
27. Proactively handle any arising issues and troubleshoot any emerging problems related to the event.
28. Work closely with assigned corporate partnership coordinators to ensure contractual fulfillment with an emphasis towards maximizing cross promotional opportunities.
29. Close out all events as required.

COORDINATOR OF EVENTS AND CORPORATE SPONSORSHIPS (Continued)

30. Supervises and evaluates performance of assigned personnel.

31. Performs other duties which may be assigned or required by law, code, regulation or board policy and/or the Superintendent or his/her designee.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

Employed on a 12 Month basis.

Adopted by: Toms River Regional Schools

Date: 7/20/2016

Revision:

Toms River Regional School District

TITLE: Special Events Parking Coordinator

JOB GOAL(S):

Arrange staffing for selling tickets, collecting funds, depositing funds, and keeping an accurate accounting of parking tickets sold for all events at the arena and the bubble as well as other issues as directed by the Superintendent or his/her designee.

QUALIFICATIONS:

1. High School Diploma required, Bachelors degree preferred
2. Minimum 3 years experience with event logistics/scheduling management
3. Minimum 3 years experience with management of fund collection and reporting
4. Ability to understand, communicate, and apply institutional mission, history, programs, and goals
5. Strong scheduling and fund collection skills as well as exceptional attention to detail
6. Ability to work well in a collaborative environment and to build relationships with district staff, partners, and outside vendors
7. Strong organizational and project management skills, including ability to handle multiple assignments, analyze data, meet deadlines, and maintain accurate records
8. Strong interpersonal skills, projecting a positive and respectful public demeanor at all times

RESPONSIBILITIES:

1. Schedule Staff for selling parking tickets for all special events.
2. Collect funds for all parking tickets sold as well as depositing those funds.
3. Maintain an accurate account of all parking tickets sold for each special event.
4. Prepare daily cash statements, event settlement reports and event parking reports for the Accounting Department
5. Works with the Event Coordinators for special parking needs
6. Audits daily sales receipts and prepares daily records of accounts for the Accounting Department
7. Supervises, instructs and trains parking personnel as to the proper parking procedures

8. Carries out supervisory responsibilities in accordance with Toms River Regional Schools policies and applicable laws.

OTHER REQUIREMENTS: Must complete mandated criminal history check and provide proof of U.S. citizenship or resident alien status.

REPORTS TO: Superintendent of Schools or his/her designee

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provision of the board's policy on evaluation of non-certified staff.

EMPLOYMENT: 12 month basis

Approved: March 18, 2020