



Event Coordinator #00765

City of Virginia Beach – Job Description

Date of Last Revision: November 18, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: 24

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Supervise city and contractual personnel during functions held at city-operated public assembly facilities or on public property; provides the logistical planning, coordination and supervision of events held in city-operated public assembly facilities or on public property; does related work as required.

Representative Work Functions and Responsibilities

- Work varied hours coordinating staff and facility with sponsors of events and functions.
- Enforce policies and procedures.
- Maintain crowd control and ensure that safety standards are followed.

- Inspect indoor and outdoor facilities before, during and after use to ensure proper operating conditions; and supervise on-site operations before, during and after an event to ensure compliance with permit conditions and that city services are delivered.
- Prepare and submit written reports to higher authorities to document incidents which may be in violation of policies or result in claims for damages; provide oral and written reports on events for post-event critiques; edit information on electronic marquee to provide event information to the general public; respond to requests, inquiries and concerns from event sponsors and/or facility users to provide services, clarify policies, procedures or regulations.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Incumbent is available days, nights, weekends and holidays based on schedule of events.
- City, facility and contractual services are delivered in a timely and courteous manner.
- Facilities and city property are maintained in safe order.
- Written reports are timely and accurate and give management a clear idea of activities.
- Develop a good working relationship with staff, contractors and event sponsors.
- Positive feedback is received from clients and public with regard to performance.

Minimum Qualifications

- High school or GED plus six years' experience in fields such as event supervisor, hotel event coordinator, association meeting planner, business or public administration, public relations, hotel/restaurant management, or supervision in a public assembly facility utilizing the knowledge, skills and abilities listed above; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.
- Must have a current and valid driver's license.

Preferred Qualifications

- Familiarity with creating and interpreting CAD drawings; knowledge of Event Business Management System (EBMS).
- Certified Meeting Professional (CMP) designation.
- Graduation from IAVM Oglebay Venue Management School.

Special Requirements

Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.