



Exhibition Hall ■ Veterans Memorial Coliseum ■ Willow Island  
New Holland Pavilions ■ Arena

To: Chair and Members of the Personnel and Finance Committee

From: Kevin Connors, Interim Director

Date: June 1, 2022

Re: Event Coordinator Position Vacant for More than Six Months – Position #3352

County Ordinance 29.52(15) requires the Personnel and Finance Committee and the County Executive to approve filling positions that are vacant longer than six (6) months. The Adopted 2022 AEC budget provided for a 3<sup>rd</sup> Event Coordinator position (Position # 3352) at the Alliant Energy Center. This position was left unfilled for more than 6 months. There is now a need to fill this position.

**What is the nature of work or what is the essential function of the position?** The AEC Event Coordinator position provides detailed pre-event planning including interpreting and ensuring fire code compliance; issues written and drawn event execution instructions; acts as liaison between customers and Center staff; monitors events in progress and completes post event reporting and customer follow-up. Event plans range from concert, livestock, business and conference, tradeshow and outdoor events.

**How has this function been fulfilled without this position?** Duties were covered by existing 2 Event Coordinator staff and Deputy Director for Finance and Administration.

**What will be the impact on the Department's function and mission if the position remains vacant?** AEC hosts 350 – 400 events per year. Attendance for each event ranges from 50 to 150,000 people. The 2 existing Event Coordinators with assistance from other staff will cover.