



November 20, 2019

Position: Event Coordinator
Full Time; 40+ Hours per week

Company: **Buccaneer Commission**
1823 N. Chaparral, Corpus Christi, TX 78701

Salary: Commensurate with Experience/Education

Benefits: Medical, Dental, Vision

Job Description:

Buccaneer Commission is a non-profit organization dedicated to the mission of changing lives through fun. Held annually in April & May, Buc Days draws approximately 200,000 attendees to Rodeo Corpus Christi, the Stripes Carnival, the Junior Parade and Navy Army Night Parade. While delivering quality entertainment, Buc Days is an established community tradition founded in 1938. Proceeds from this event fund scholarships for young people within the Coastal Bend. Over 300 volunteers complement a full-time staff of 5 who plan and coordinate Buc Days. The event has become one of the largest non-profit contributors to education in Coastal Bend. In 2019, the Buccaneer Commission awarded \$150,000 in scholarships and grants; to date the Commission has awarded more than \$1.3 million towards education.

Primary duties include:

- Coordination of Vendors for Buccaneer Days (Rodeo Corpus Christi, Navy Army Night Parade, IBC Jr. Parade and Stripes Carnival)
 - Responsible for contracting all rental equipment (i.e. Tents, Fencing, Golf Carts, etc.)
 - Responsible for diagramming setup and scheduling of event setup and strike
 - Liaison to ASM Global (American Bank Center) in implementation of event
 - Liaison to City of Corpus Christi on permitting of all events
 - Coordination of the following committees: BBQ, Festival Grounds, Operations and Bucaraders
- Coordination of Vendors and Volunteers for all off Season Events. Events include the following annually:
 - Buc Days Golf – Held annually in September at Corpus Christi Country Club
 - Buc Day Clays – Held annually in October at DEA Ranch
- Recruitment and coordination of teams (Corporations) to participate in the BBQ on the Bay Competition
- Ability to track and maintain base volunteers through NEON CRM Database

Other Duties:

- Work with 300 plus volunteers to coordinate meetings, functions and activities
- Coordinate committees in preparing for annual events

- Attend various committee meetings as staff representative
- Assist with implementation of the King and Queen Leadership Program
- Other duties as assigned

Education/Experience:

- Education: Minimum of a bachelor's degree
- Preferred to have 4 year bachelors degree and/or event management experience
- Self-starter with positive and outgoing attitude
- Excellent verbal and written communication skills
- Proficient in word, excel and power point. Preferred to have knowledge of Visio and/or CAD programs
- Reports directly to President & CEO
- Ability to work some evenings and weekends, limited travel

Individuals interested in a challenging and rewarding career with the Buccaneer Commission are encouraged to email cover letter, resume, transcript and list of references to:

Johnny Philipello, President & CEO
Johnny@BucDays.com