

# NEW MEXICO JUDICIAL BRANCH

## AOC COURT EDUCATION INSTITUTE EVENT PLANNER

(Classified)

**TARGET SALARY:** \$54,633-\$109,269 annually, or \$26.266-\$52.533 hourly depending upon experience (pay range JJ)

**LOCATION:** Varies, statewide locations

**FLSA STATUS:** Exempt

**JOB CODE:** 1103JB

**BENEFITS:** Competitive benefits package offered

### **ADMINISTRATIVE OFFICE OF THE COURTS (AOC)**

The Administrative Office of the Courts exists to enable the courts of New Mexico to accomplish their mission through:

- Ensuring that the courts have adequate, equitably distributed resources.
- Ensuring that the courts have and use current technology.
- Providing a fair and equitable statewide human resources system.
- Developing and implementing improved court processes and supporting courts in their use.
- Collecting and providing information on and for the courts.
- Managing and accounting for the collection of revenue.
- Ensuring sound financial, budgeting and procurement practices in the management of court resources.
- Maintaining liaison with the legislative and executive branches of state government.

### **GENERAL STATEMENT OF DUTIES**

Acting under general direction organizing training events for the AOC Court Education Institute Division through the entire event process from the planning and venue selection, on-site coordination and support during the event, and post-event breakdown and debriefing.

### **EXAMPLES OF JOB DUTIES**

- **The AOC Court Education Institute Event Planner** is responsible for managing all aspects of event planning for AOC Court Education Institute training.
- Plan, organize, integrate and coordinate the training from pre to post-event.
- Locate resources, visit sites, and lead pre-event meetings to help staff make decisions about event design.
- Plan and facilitate logistics for all events, including contract negotiations, attendee lists, venue preparation, and presentation materials.
- Communicate CEI training events and opportunities to Judicial Branch employees and Judicial Officers. Provide invitations, track list of attendees, and verify attendance.
- Respond to requests for information from attendees and vendors.
- Coordinate hotel accommodations for attendees.
- Order supplies needed for events and ensure items arrive in a timely fashion.
- Develop effective and collaborative relationships with external vendors.
- Oversee procurement and purchasing with regard to catering, audiovisual, security, and rental needs for the event.
- Arrange the availability of audio-visual equipment, transportation, displays, and other needs.

- Nurture and build relationships with vendors, venues, and other industry contacts while crafting and implementing the creative and logistical aspects of all events.
- Remain current (or ahead of the curve) with trends in event planning, design, and production, and proactively identify and solve operational challenges.
- Establish procedures and train staff to execute them.
- Develop and manage event budget, review bills, prepare contracts, and approve payments. Develop event strategy and plans.
- Oversee event staff.
- Handle event logistics including production, shipping, set-up, and on-site rentals.
- Manage event sponsorships and speaking opportunities.
- Coordinate with curriculum designers and education specialist to create event agendas and conduct speaker and sponsor outreach for events.
- Coordinate event feedback and evaluation.
- Report event performance to key stakeholders and CEI management.
- Establish the logistical requirements for an event, and serve as liaison to attendees, presenters, and CEI staff throughout the planning process.
- Oversee attendee experiences from conception through post-event review.
- Manage on-site preparations, production, and event breakdown.
- Meet strict deadlines, and stay within budget.
- Troubleshoot any issues that arise on the day of the event.
- Comply with legal, insurance, health, and safety regulations at all times.
- Other duties as assigned.

### **COMPETENCIES/QUALIFICATIONS**

The successful applicant should have experience planning and executing events of varying sizes; demonstrate excellent organization, planning, and project management skills; strong interpersonal and communication skills, both verbal and written; experience in building and maintaining positive business relationships; ability to manage external vendor resources and relationships, ability to multitask; excellent time management, and attention to detail; possess the ability to handle pressure and make good decisions quickly; adapt to changing priorities and duties.

### **MINIMUM QUALIFICATIONS**

**Education:** Bachelor's degree from an accredited college or university in Public or Business Administration, Communications, or a related field.

**Education Substitution:** Four (4) years of Event Planning experience may substitute for education on a year-for-year basis.

**Experience:** Five (5) years of event planning, project management, or other experience directly related to event planning.

**Experience Substitution:** Additional relevant education may substitute for experience at a rate of thirty (30) semester credit hours equals one year of experience.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The following functions are representative, but not all-inclusive of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job. Work is performed in an office or court setting. A valid driver's license and travel may be required. The assigned work schedule may include nights, weekends, holidays, and overtime. The employee must regularly interact positively with co-workers, clients, the public, judges, and justices.

*\* This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed*

## **BENEFITS**

- Medical/Dental/Vision/Rx, Short, and Long Term Disability Insurance Programs, employee assistance program (EAP) [<http://www.mybenefitsnm.com/>]
- State paid life insurance, supplemental and dependent life insurance
- Optional flexible spending accounts for medical, day-care, and travel expenses
- Paid time off, up to eight (8) weeks
- Paid time off and retirement buyback
- Eleven (11) paid holidays
- Up to 12 weeks of paid parental leave
- Deferred Compensation [457\(b\) plan](#)
- Lifetime Defined Benefits Retirement Plan [<http://www.nmpera.org/>]
- Flexible work schedules and alternative work locations\*
- Free health care, Rx, and lab work at the facility ([Stay Well Health Center](#)) in Santa Fe, NM
- Bilingual compensation\*
- Training and career development opportunities
- Higher education [opportunities](#), educational leave, and tuition reimbursement
- May qualify for the Public Service Loan Forgiveness Program ([PSLF](#))
- May receive overtime holiday or shift differential pay\*
- May receive physical fitness leave\*
- What are your benefits worth? Click [here](#) to find out

*\*These benefits vary by job classification or need\**

## **START YOUR CAREER**

Experience the difference, work for the Judiciary! Apply [here](#)!

History of Job Description: Dev: 1/25/2023, Rev: name change to Court Education Institute Event Planner 6/5/2023,  
Rev Pay Range: 07/08/23

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The state of New Mexico is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability. The state provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disability Act. For accommodation information or if you need special accommodations to complete the application process, please contact the Administrative Office of the Courts Human Resources Division at 505/470-7205. Applications and resumes including a supplemental application must be submitted to apply. Applications may be found online at [nmcourts.gov](http://nmcourts.gov).