

EVENT COORDINATOR

STATUS: Exempt

DEPARTMENT: Operations

SALARY RANGE: \$22,000 - \$35,000

DATE: December 21, 2018

BASIC FUNCTION

The Event Coordinator oversees coordination for conference center and all non-ticketed and special events with occasional support for arena events. This position requires flexibility and willingness to work extended or irregular hours including evenings, overnights, weekends and holidays as dictated by the event schedule.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

Senior Event Manager

Supervises:

Event Coordination Intern(s)

Part-time staff (event supervisor, ushers, parking, security, and other front-of-house/back-of-house staff as necessary)

SPECIFIC DUTIES AND RESPONSIBILITIES

“” denotes an essential function of the job*

- A. * Creation of conference center/arena prep documents based on information acquired from client.
- B. *Meet with clients and users of the facility (vendors, exhibitors, etc.) to formulate event information.
- C. *Create proposal documents for potential clients.
- D. *Mentor event coordination intern(s) to ensure he/she develops both personally and professionally while acquiring skills and meeting objects set forth by university or entity he/she represents.
- E. *Work with event staff to develop estimates.
- F. *Manage projects as assigned by the Senior Event Manager.
- G. *Maintain OSHA and ADA compliance.

- H. *Must be on-site and available to assist for entire event including move-in and load-out.
- I. *Ensure proper follow-up procedures are taken on the day of the event to exceed client's expectations.
- J. *Coordinate ordering of all rental equipment, supplies, etc. and initiates purchase orders for payment.
- K. *Schedules and coordinates necessary medical and police personnel for date of event.
- L. *Communicate with other department's supervisors as necessary for events.
- M. *Formulate costs of labor and create an estimate for the total expenditures of the event.
- N. *Formulate costs for rental equipment, supplies, etc.
- O. *Work cooperatively with food and beverage manager and catering staff.

STANDARDS OF PERFORMANCE

- A. Requires a high level of proficiency in effectively managing others for high performance..
- B. Exceptional oral and written communication skills.
- C. Excellent time management and organizational skills.
- D. Interpersonal relationships which encourage openness, candor and trust, both internally and outside of the TaxSlayer Center.
- E. Initiative and creative thinking in decision-making and problem resolution situations and in the performance of job duties.
- F. Must be proactive, self-motivated problem solver.
- G. Must be accepting and comfortable with changes in plan including last minute/day of changes.

MENTAL AND PHYSICAL REQUIREMENTS

- A. Ability to maintain a high level of visual attention and mental concentration for significant periods of time.
- B. Ability to solve complex problems and deal with a variety of variables in situations where minimal standardization exists.
- C. Ability to manage, mentor and lead others in the performance of their duties.
- D. Ability to read, analyze and interpret industry information

- E. Ability to manipulate necessary office equipment, computer software and peripherals.
- F. Ability to mentally visualize events to enable one to foresee possible complications that could arise with the event.

EDUCATION, EXPERIENCE AND TRAINING

- A. Four year degree or equivalent.
- B. A minimum of three to five years of previous experience or equivalent.
- C. Working knowledge of arena and conference center event operations preferred.
- D. Technology savvy background a must.

EQUIPMENT AND TOOLS

- A. General office equipment including, but not limited to:
 - Telephone/voicemail/Cell Phone
 - Fax machine/Scanner/Copier/Printer
 - Radio Communications devices
- B. Computer, peripherals and software, including Microsoft Office and Visio and be internet proficient
- C. Audio/Visual equipment (setup and functionality)including but not limited to:
 - LCD projectors (including computer compatibility with projectors)
 - Audio Mixers
 - Wired and wireless microphones (handheld and lapel)
 - Erection of large portable screen
 - Speakerphone system
 - Overhead projector
 - DVD player

WORKING ENVIRONMENT AND CONDITIONS

- A. Performs duties in a well-ventilated, well-lighted and temperature-controlled office environment.
- B. Work is classified as partially sedentary with the requirements of exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- C. Noise level can be very high depending on the event.