



APPLY VIA WWW.INDEED.COM

Job Title: Event Coordinator/Convention Center Sales

Status: Exempt, Salaried

Benefits Medical, Voluntary Dental & Vision for employee and dependents as per MCCC policies, State Employee Retirement Membership, Life Insurance, Vacation, Sick leave, Holidays as per MCCC personnel policies.

Position Overview:

The Event Coordinator will detail and coordinate both public and private events for the facility, ensuring client needs are met and that building staff is informed of all event related activities. The Event Coordinator is involved in all stages of planning and managing events.

Essential Duties and Responsibilities

Duties and Responsibilities may include, but are not limited to, the following:

- Communicate with clients to obtain necessary technical requirements for set up and other event related information.
- Ensure that the equipment, physical set-up and personnel provided meet the requirements of the event and the client's contractual agreement.
- Develop assignment schedules for all staffing requirements for the proper presentation of event.
- Ensure all pertinent information is obtained, compiled in event files and distributed to proper entities
- Establish and maintain effective working relationships with police, fire, EMS and other security personnel and/or safety organizations.
- Supervise employees in the parking, event services, public safety and medical services divisions.

- Manage the preparation for upcoming events. Knowledge of methods in room sets, exhibiting and show utilities, budgets, room diagramming (Social Tables, event diagramming software is a plus).
- Plan, organize, and direct various personnel and must possess a degree of skill in logistics to properly plan the details necessary to establish a safe and efficient environment.

Minimum Qualifications

Knowledge of:

- Sales and Marketing concepts and principles.
- Strong customer service skills both written and verbal.
- Principles and practices of sound business communications, management techniques, and effective employee/ volunteer supervision.
- Operate standard office equipment.
- Proficient in Microsoft office.
- Special Event promotion, planning, and management preferred.

Ability to:

- Work a flexibly schedule, including early mornings, days, evenings, weekends, holidays, and extended workdays for an extended number of days.
- Perform a broad range of supervisory responsibilities of others.
- Communicate clearly and concisely in written or oral form.
- Maintain confidential information.

Educational Requirement

Bachelor's degree from an accredited college or university (or) Three (3) years of increasingly responsible experience in event promotion and planning or equivalent professional experience.

Physical Requirements

He/She is required to walk, balance, or stand and occasionally stand for long periods of time.

Ability to see color and perceive the nature of objects visually.