

SMG – Old National Events Plaza Job Description

Job Title: Event Coordinator
Department: Operations
Reports To: Director of Operations
FLSA Status: Exempt

Summary

Provides professional client services support in the planning, organization and management of events within the facility, and monitoring the logistics of these events, and all event coordination tasks after events are booked through the conclusion, by performing personally or through subordinates the following duties:

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Supervises staff and oversees all aspects of facility operations related to events.

Meets with client groups to plan and organize assigned meetings and/or events.

Coordinates activities with the various service contractors for assigned meetings and/or events.

Guides clients in preparation of events by interpreting and explaining contract provisions, policies and procedures.

Keeps clients informed as to status of deadline schedules, including but not limited to floor plan submissions, meeting room set-up specifications, insurance requirements and other relevant details.

Prepares cost estimates and monitors final billing.

Provides clear, concise, and timely communication of detailed requirements to operational departments. Assists in scheduling operational set-ups to provide equipment or services needs. Monitors and supervises facility set-up when necessary.

Assists in training event services staff.

Serves as primary liaison between clients and facility departments.

Monitors in-house events, maintaining close contact with clients and facility staff to ensure successful events. Follows-up on all client requests, concerns, and problems.

Attends appropriate planning, organization and other event and facility meetings in support of facility operations.

Serves as manager on duty as required.

Supervisory Responsibilities

Directly supervises the Event Services staff. Carries out supervisory responsibilities in accordance with SMG policies and applicable laws. Responsibilities include but are not limited to planning, assigning, and directing work; addressing complaints and resolving problems.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate's degree from a college or university

1 to 2 years related experience and/or training

Or equivalent combination of education and experience

Working knowledge of the principles of facility management, services and equipment for a similar facility

Skills/Aptitudes

Excellent organizational, planning and interpersonal skills

Good written and verbal skills

Ability to prioritize multiple projects

Demonstrate problem-solving and communication skills

Supervisory experience preferred

Professional presentation, appearance and work ethic

Overall knowledge of AV equipment preferred

Computer Skills

To perform this job successfully, an individual should have some knowledge of computers.

Certificates, Licenses, Registrations

No certifications are required.

Other Skills and Abilities

Ability to work under limited supervision and to interact with all levels of staff including management.

Ability to work long and irregular hours that may vary due to functions and may include day, evening, weekends and holidays.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-10 hours daily.

To Apply:

This position offers a competitive salary and benefit package. Please send a copy of your most recent resume and cover letter which includes salary requirements to:

Shelbi Brown

Old National Events Plaza
715 Locust Street
Evansville, IN. 47708
Email: sbrown@smgevanville.com
Fax: 812-435-5858

Applicants that need reasonable accommodations to complete the application process may contact- 812-435-5770

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.