



Event Coordinator

Nature of work:

This is an administrative position working as a liaison between lessee and staff of the Von Braun Center (VBC). The work entails gathering and dissemination of information, and follow up to ensure the event is set and operating as planned. The work requires a varied work schedule, and falls under the direct supervision of the Event Coordination Manager

Responsibilities and duties:

- Maintain a positive working environment and open channel of communication with VBC lessee's or designated points of contact
- Aid in the monitoring of rental contracts ensuring proper contract maintenance including; signatures, paid deposits and proper room use
- Prepare event cost estimates and aid in keeping the client informed of all additional charges their event may incur
- Verify final event invoice for proper billing
- Responsible for making the client or potential client aware of all VBC services and aid in selling those services
- Aid and promote any future booking of events with current clients
- Work as an event manager to ensure that assigned events receive proper attention and service
- Function as a Manager on Duty (MOD) to ensure all events within the complex receive proper and adequate service
- Work requires a varied work schedule, including nights and weekends
- Coordinate or aid in the management of outdoor festivals as assigned
- Perform other related duties as assigned

Required knowledge, abilities, and skills

- Ability to establish and maintain a positive working relationship with both staff and clients
- Ability to work a varied work schedule
- Capable to collect and disseminate detailed and concise information in an organized manner
- Ability to establish and maintain a good working time line
- Thorough knowledge of business management practices and procedures
- Working knowledge of business computer software, i.e. excel, word
- Thorough knowledge of public facility operations

Desirable training and experience:

High school graduate, supplemented by college degree or vocational education. Experience in dealing with people individually and in large crowds. Some experience in public facility operations and/or management.