



POSITION DESCRIPTION

JOB TITLE: EVENT COORDINATOR
PAY TYPE: EXEMPT NON-EXEMPT
STATUS: FULL-TIME PART-TIME
REPORTS TO: KATIE BOYDEN & ANTONIO FELICIANO

JOB SUMMARY

Responsible for the organizing and management of all the organization's events and rentals.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage overall event calendar and detailed event tracking spreadsheet for internal use.
- Work with marketing team to effectively market venue through various local publications and contacts.
- Keep online sales portals updated with rental information, photos, and on-site accommodations.
- Develop and maintain full inventory of on-site equipment, included but not limited to tables (sizes and quantities), chairs, athletic equipment, audiovisual equipment, available parking spots, and catering products (coolers, trashcans, equipment for use in prep area).
- Develop venue map for client use and internal set ups.
- Expand existing facility overview document of all on-site facilities, including capacities, power accommodations, lighting, and catering accommodations.
- Manage preferred vendor list and remain in communication with preferred vendors for feedback or concerns.
- Confirm set up needs and timing with all vendors, based on client rentals.
- Secure audiovisual set up when needed and learn basic set up and execution of on-site audiovisual equipment for troubleshooting.
- Confirm on-site set up and management teams, as needed.
- Confirm additional event staff, including lifeguards, when needed.
- Serve as onsite Event Manager for events, overseeing set up and teardown and managing event staff and client communications throughout rental period.

CLIENT MANAGEMENT

- Manage online sales portal inquiries from potential renters.
- Schedule and service site visits, including associated follow up.
- Work with finance team to send contract and deposit invoice.
- Send final invoice prior to event.
- Secure Certificate of Insurance from clients, per contract terms.
- Communication with key partners, including insurance provider and Bedford Police Department for police detail when required.
- Secure client set up preferences prior to event for internal operations.
- Communicate with vendors for load in and load out details.
- Confirm client load-in and load-out times and schedule internal operations accordingly.
- Develop day-of logistics document for client review and set up team to ensure all logistics are well managed, including specific venue set up preferences.
- Review client invitations or media communications for approval, if needed.
- Post-event client feedback management.

POSITION DESCRIPTION-EVENT COORDINATOR

JOB QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- Proven experience as event coordinator
- A proven track record of organizing successful events
- Proficient in MS Office
- Excellent vendor management skills
- Outstanding communication and negotiation ability
- Well-organized with multi-tasking skills
- Understanding requirements for each event
- Planning event with attention to financial and time constraints
- Booking venues and schedule speakers
- Able to handle stress and remain calm
- Problem-solving ability
- Degree in hospitality management, public relations or relevant field is preferred

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Requires working under normal office conditions with the exception of children's voices/noises during program times.
- Use of general office equipment including phones, copiers, and computer equipment.
- Requires sedentary work including prolonged sitting.
- May be required to lift or push up to 50lbs.

SIGNATURE

Please note this position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature: _____ Date: _____

Employee Name (Printed): _____ Date: _____