



Event Center Coordinator Parkview Event Center

JOB TITLE: Event Center Coordinator

SUPERVISOR: Tom Van Maanen, City Administrator

GENERAL JOB SUMMARY:

The Event Center Coordinator is a talented and motivated person who organizes outstanding and unforgettable events. This person is responsible for every step of the event planning process with clients and staff.

SUPERVISORY RESPONSIBILITIES:

- May direct subordinate support staff in day-to-day duties and responsibilities.
- Trains staff in procedures and policies related to serving, bartending, and managing events.
- Conducts the hiring and interviewing of new event center staff.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with policy.

DUTIES/RESPONSIBILITIES:

- Meet with new and potential clients identifying the client's requirements and expectations for each event.
- Liaise with the vendors, exhibitors, and stakeholders during the event planning process to ensure everything is in order.
- Manage all event set-up, tear down, and follow-up processes
- Conduct final inspections on the day of the event to ensure everything adheres to the client's standards.
- Maintain event center online calendars and budget.
- Ensure assigned equipment is in proper working order and available for use.
- Manage and maintain the bar; submit beer/liquor/soda/juice, paper product orders as needed.
- Complete bar inventory and maintain the running inventory between every event.
- Update the system with any new drinks/specials and make sure staff are aware of the changes.
- Complete monthly staff schedule to make sure that all events have the appropriate staffing.
- Complete monthly cleaning schedule for professional cleaning company.
- Keep Facebook page, website, and any other social media outlet for Parkview current.
- Post event photos/tag vendors to social media outlets.
- Balance Cash Drawer and complete Bar Sales after every bar event.
- Ensure the work facility is safe, free of security issues, and in compliance with all government regulations.
- Design and implement procedures to improve profitability.
- Additional duties as assigned.

EDUCATION AND EXPERIENCE:



- High School Diploma or GED
- Experience is preferred, but not required.

REQUIRED SKILLS/ABILITIES:

- Detail-oriented and organized.
- Excellent management abilities.
- Excellent interpersonal skills.
- Excellent written and verbal communication skills.
- Proficient with Microsoft Office Suite or similar software programs.

PHYSICAL REQUIREMENTS:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to reach materials at various angles and locations.

I have read, understand, and accept the above job description, and am able to perform the essential functions of this position. I understand that this job description can change according to the needs of this position. I further understand that future evaluations and merit increases are based on my ability to perform these duties.

Printed Name: _____

Signature: _____ Date: _____