

EVENT COORDINATOR

Definition

Under general supervision, coordinate all activities with events at the facility, including the planning, organizing and controlling of events within the facility to meet contractual obligations and quality customer service standards. Coordinate with the Event Supervisor and the Operations Supervisor the schedule of events held at the building.

Examples Of Duties

Direct, coordinate and supervise the activities of personnel, subcontractors and vendors as required to successfully execute the assigned events at the facility; provide information and guidance for the client in order to obtain accurate event specifications; produce event orders to be distributed to departments of the Conference Center and with the related hotel departments as required; effectively communicate information through written correspondence, oral communication, preparation of reports and group resumes; design and produce room set-up diagrams as required; coordinate client service needs with catering and audio-visual concessionaires, security and other requested services; may administer contracts with contractual service providers; conduct pre and post convention meetings with clients and facility staff; acts as a liaison for the client or building user to insure successful execution of program and see that their needs are met; act in a Sales/Marketing capacity by meeting with potential facility users and site selection committees, conducting site tours of the facility, and selling the Conference Center and the City of Monterey; may represent the Monterey Conference Center and City of Monterey at trade shows and conventions; supervise, monitor and control event billing per client contracts; develop and maintain effective relationships with service contractors and other suppliers of event services; develop plans to anticipate issues of traffic flow and crowd control and take necessary steps to ensure the safety of all building users and patrons; maintain communication with law enforcement and emergency medical services in order to inform them of potential situations that may have an effect on their department or on the City in general; enforce all building policies as outlined in the Facility Use Agreement and Rules and Regulations; participate in the implementation of life safety and emergency programs as needed for the safe execution of events at the facility and to promote a safe working environment for all employees; using Monterey Conference Center standard policies and procedures as a guide, develop, implement, maintain and enforce operational procedures; and perform other duties as may be required.

Employment Standards

Education Experience

High school diploma or equivalent, college degree preferred but not required and a minimum of two years experience in facility management or in the hospitality industry, preferably in catering or convention services.

Knowledge and Abilities

Knowledge of: principles and techniques of supervision, personnel development, event planning, audio-visual systems and other equipment and practices typical to the industry; public fire and safety regulations; word processing, spreadsheet and industry related computer software programs.

Ability to: plan, service, and supervise a variety of meeting and commercial events; anticipate equipment and other needs for individual events; prepare effective reports and correspondence; identify potential problems and make necessary plans for corrective action; establish and maintain effective working relationships with facility users, employees and the general public; supervise a setup crew; lift and or move up to 50 pounds, operate computer, telephone, fax machine, hand-held radio, calculator and copier.

Must be available to work a varied schedule to include extensive night and weekend work.

License Required

Possession of valid California Driver's License.