



Job Title: Event Coordinator
Company: Capital Improvement Board of Managers
Department: Event Management-INDIANA CONVENTION CENTER
Reports To: Sr. Manager - Events

POSITION SUMMARY: This position organizes and supervises the successful implementation, operation, and completion of facility events (Conventions and Tradeshows) under the general supervision of the Convention Center Director.

DUTIES:

- Maintain communication with clients to assist in planning and coordination of events.
- Coordinate physical set-up requirements and service needs for clients.
- Coordinate set-up activity with internal and external vendors for successful execution.
- Works with sales department to assure client's requirements are met.
- Create detailed set-up diagrams on AutoCAD software for each event.
- Act as liaison to outside service contractors.
- Other duties as assigned by Senior Events Manager or Convention Center Director.

EDUCATION/EXPERIENCE:

Bachelor degree (B.A.) in event planning, public relations, customer service or related field; three to five years experience organizing and executing large scale events in a convention center or tradeshow environment; or equivalent combination of education and experience.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Basic computer literacy.
- High proficiency in Microsoft Suite or comparable software.
- Working knowledge of event planning / financial software package. (Ungerboeck Software knowledge a plus).

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities but will direct staff during events to ensure client satisfaction.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires on-going ergonomically related movement. Frequent walking and sitting with occasional standing and climbing stairs. Requires excellent communication skills. Must be comfortable working in a large facility that requires extensive walking to monitor event activity.

Salary \$50,000/yr