



Event Coordinator

Job Description

POSITION TITLE: Event Coordinator

REPORTS TO: C.E.O.

CLASSIFICATION: Full Time, Exempt

REVISED: January, 2018

APPROVED BY OWNERSHIP ON: _____

SCOPE:

Reporting to the C.E.O., the Event Coordinator is responsible for the overall performance of the McKendree Metro Rec Plex ("Rec Plex") and its Special Events. Special Events may consist of concerts, trade shows, wedding receptions, home and garden shows or any use that can be conceived for a 25,000 square foot Event Center. The Event Coordinator will also work with the Rink Manager for unique Ice Events such as but not limited to, Tournaments, and Collegiate Hockey Games.

This is accomplished working closely with the Marketing Manager, Rink Manager, Members Services Director, C.F.O. and C.E.O., as well as thru direct marketing, e-marketing, face to face marketing or any other suitable means to reach the Rec Plex's target audience.

The Event Coordinator will be responsible for creating the relationships and developing the scheduling for the facilities Event Programming.

The Event Coordinator will work with managers and personnel of the Rec Plex facility in a cooperative environment.

As the Event Coordinator you will be looked upon to provide Leadership in creating the Event Programming for the Poettker Event Center. Your Leadership in this area will be the catalyst for the success for each event.

Perform any additional duties as may be assigned.

ACCOUNTABILITIES:

Financial/Operational Results:

- Working with the Operations Manager, C.F.O. and C.E.O. the Event Coordinator will monitor the McKendree Metro Rec Plex, expenses, and revenues incurred by the facility in the area of dry floor and special event expense and revenue on a daily, weekly, monthly and yearly basis and continually monitor the budget.
- Create budgets for proposed or current Event Center Programming.
- Promote products or services to potential customers within the agreed budget as approved by the ownership.
- When necessary write detailed reports for the review by ownership.
- Assist the C.F.O. in quarterly/annual budget projections.
- Grow new leads by converting site traffic through call to action, landing pages, and lead generation content as well as answering email traffic and questions.
- Conduct Post Event evaluations and report findings to C.F.O. and C.E.O. upon demand.

Administration:

- Over sight of the facilities Special Event Programming, reaching goals as set forth to match budget for the facility.
- Leader in all stages of planning, design, and production of events.
- Ability to Schedule all elements within time limits and budget.
- Excellent Communication skills, providing feedback and reports.
- Must look for opportunities for efficiency within the facility.
- Commitment to compliance with insurance, legal, health and safety obligations at all times.
- Provide direction for collateral, web, product packaging, and other visual communications media in relation to special events for the company.
- Deals appropriately with confrontational situations.
- Provides administrative support by answering questions, maintaining correspondence with other divisions or agencies; interfaces with community groups, and actively promotes the facility thru the community through speaking assignments, guest appearances etc.

Leadership:

- Effectively use this position's authority to ensure the long-term best interest of the Facility is the highest priority. Set the "Tone at the Top" by exemplifying high expectations of both the Event Coordinator position and its direct reports.
- Liaise with event sponsors and clients to accurately identify their needs and ensure customer satisfaction.
- Ability to conduct market research, gather information, research vendors, and negotiate contracts.
- Commitment to innovation, eagerness to share ideas on how to improve services provided and event quality.
- Strong market research skills; identifying event opportunities and generating interest.
- Management and oversight skills to manage facilities and all event details including décor, catering, entertainment, guest lists, transportation, venue preparation, special guest requirements, all necessary equipment, promotional and marketing materials, etc.
- Customer service is a priority, this will be accomplished with a welcoming atmosphere with a priority on customer satisfaction.
- Must enforce rules and Policies to staff.
- Point Person in the event collection efforts are required from organizations or individuals that utilized the facility.
- Lead from the top on the appearance of the facility requiring a clean and functional facility this is all areas of the facility.
- Communicate with various cross-functional teams within each department and in other divisions to properly administer various programs and procedures.

COMPETENCIES:

Adaptability:

- Able to adjust quickly to different work situations and remain composed under pressure and in stressful situations.
- Must be willing to work evenings, weekends, and holidays as needed.

Change Management:

- Must embrace change and see change as opportunity. Must be willing to express and support management's and the ownerships ideas to affected staff.

Strategic Direction:

- Understand overall strategies and the implementation of those strategies.

Motivation:

- Able to motivate others to work with customers and to sell products.

Management:

- This individual must be able to work in a team oriented setting, working towards a common goal for all and have the ability to set targets, develop action plans, and measure results against the defined target goals.

Negotiation Skills:

- Must be able to understand key issues involved with negotiating. Must be able to listen, and approach negotiation from a “win-win” standpoint.

Oral/Written Communication:

- The ability to express thoughts and ideas in a clear and concise manner, both orally and in written form to a variety of audiences and to all levels of staff.

Sales Skills:

- The potential to understand and effectively apply selling techniques to open, develop and close a sale; must be able to create interest in a product and actively cross-sell other products and services. It is also essential that these sales skills or tactics be transferred to underlying personnel of the Facility.

EDUCATION AND SPECIAL REQUIREMENTS:

- BS in Event Management or related field.
- Prior management experience as an event planner or organizer.
- Outstanding time management skills and proven ability to build fruitful business relationships.
- Exceptional multitasking skills to manage multiple projects independently and consistently.
- Proficient in Microsoft Office and familiar with all relevant technology.

McKendree Metro Rec Plex

205 Rec Plex Drive, O'Fallon, IL, 62269
 www.metrorecplex.com
 Phone: (618) 589-3800

Completed applications can be dropped off to Rec Plex office M-F between 8am-5pm or mailed in. Please submit with updated resume if available.

APPLICATION FOR EMPLOYMENT

DATE: _____

Pre Employment Questionnaire

Equal Opportunity Employer

PERSONAL INFORMATION			
Name:		Email Address:	
Present Address:	City:	State:	Zip:
1st Phone Number:	2nd Phone Number:	Referred By:	

Employment Desired			
Position:		Date You Can Start?	Salary Desired:
Are You Employed?	Yes	No	If So, May we Inquire of your Present Employer?
			Yes
			No
Have you Ever Applied to this Company Before?		Yes	No
			When?

Education History			
Name and Location of School	Years Attended	Did You Graduate	Subjects Studied
Grammar School			
High School			
College			
Trade School			

General Information	
Subjects of Special Study/Research Work or Special Training/Skills _____	
U. S. Military Service	Rank

Former Employers (List Below Last Four Employers, Starting with Last One First)				
Date Month and Year	Name & Address of Employer	Salary	Position	Reason for Leaving
To				
From				
To				
From				
To				
From				
To				
From				

References Give below the names of three persons not related to you, whom you have known at least one year.				
Name	Address	Business	Phone #	Years Known

Authorization: "I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information. I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Date: _____ Signature: _____