



Original Issue Date: 05/2016	Revision Date:	Revision Level: A	Department:
Position Title: <i>Event Coordinator - 3</i>		Reports To: <i>President</i>	

BASIC FUNCTION:

Assists the Project Manager(s) in executing the direction and vision of our client's events. Will assist in researching all the details that are necessary to ensure our client's events are flawlessly executed and on budget. Responsible for assisting with all phases of events from pre-planning to day-of-the-event to post event coordinating.

DUTIES AND RESPONSIBILITIES:

1. Create and design the presentation aids for the Project Manager to use when presenting to clients. Tools could include power point presentations, mock ups, drop box galleries, etc.
2. Assist and serve as primary back up to Office Manager for scheduling private charter reservations for Fox River Tours. Answer calls and respond to inquiries and follow up appropriately.
3. Manage multiple projects concurrently maintaining a command of details, timelines and next steps.
4. Be the go-to person for the Project Manager to assist in activities that are crucial to a flawless execution of the event including: research, data entry, vendor relations and contract negotiations.
5. Contact vendors/suppliers as needed to move event logistics forward including:
 - a. Coordinate travel and lodging arrangements for out of town guests, speakers and/or vendors
 - b. Monitor and adhere to all important deadlines including lodging, food counts, and registration deadlines to ensure extra fees are not incurred
 - c. Coordinate all speaker logistics and communications including: confirmation packets, travel arrangements and transportation, speaker products/books and A/V requirements
 - d. Coordinate all suppliers and event partners including research, contract review and negotiations (check below all that apply).



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- e. Coordinate and communicate event details and schedule to all suppliers including set up times, load outs, etc
- f. Serve as liaison with vendors on event-related matters.
- 6. Schedule planning meetings, create agendas, write/distribute minutes and send meeting reminders for all committee based events.
- 7. Process and manage registration system for various clients including guest troubleshooting, registration changes, invoicing, follow ups to abandoned registrations, distribute event reminder and distribute registration reports to planning team.
- 8. Conduct research and find resources to help staff make decisions about event possibilities.
- 9. Design electronic event layout/floor plans to ensure efficient guest flow and reducing/eliminating areas of bottlenecks.
- 10. Responsible for various day-of-event tasks including set up, staffing and strike (take down) when necessary.
- 11. Coordinate event inventory needs by creating a master list and organizing the materials allowing for efficient load up.
- 12. Coordinate all details regarding our client's sponsorship, exhibitor and/or speaker needs:
 - a. Develop procedures and processes to ensure exhibitors, sponsors and/or speakers have all the information they need to ensure a successful experience
 - b. Develop and write all communications
 - c. Receive and track all information in a timely manner and follow up accordingly to obtain necessary information
 - d. Receive and track all registrations
- 13. Perform all other clerical duties as requested including typing, faxing, photocopying, distributing, filing, letters, etc.



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14. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
15. Back-up fountain rental attendant
16. Answer and direct telephone calls in a courteous, positive and friendly manner. Take thorough messages when necessary.

SUMMARY OF SKILLS, KNOWLEDGE, AND ABILITIES:

1. Follow detailed procedures and ensure accuracy in documentation and data.
2. Ability to clearly present information through verbal and written communications; talk with customers and suppliers; listen well.
3. Able to stay informed of current industry trends; learn and apply new concepts and demonstrate career self-reliance.
4. Able to demonstrate a high level of service delivery; do what is necessary to ensure customer satisfaction; deal with service failures and prioritize customer needs.
5. Anticipate and proactively solve problems.
6. Ability to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.
7. Ability to manage multiple projects; determine project urgency; create detailed action plans to organize schedule.
8. Ability to maintain high standards despite pressing deadlines; establish high standards and measures; do work right the first time and inspect material for flaws; test new methods thoroughly.
9. An interest and ability to work with colors, fabrics and understand dimensions.
10. Ability to work under pressure, work well with others, and be willing to do extra tasks as assigned.
11. Ability to network with people in a confident and professional manner.



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12. Ability to accurately type a minimum of 50 wpm. Ability to operate a calculator, fax machine, copier.
13. Knowledge of computers and experience in Microsoft Word, Excel, Powerpoint, Outlook and Publisher.

PHYSICAL AND MENTAL REQUIREMENTS:

1. To accomplish the essential functions of this position, one must be physically able to operate a computer, calculator, telephone switchboard, and general office equipment.
2. The mental requirements of the position demand that an incumbent be able to work with confidential data, meet deadline pressure, and work quickly, accurately, and consistently with mathematical/accounting type data.
3. The physical activity of the position includes talking, reaching, fingering, repetitive motions, and hearing.
4. The physical requirement of the position can be classified as sedentary work.
5. The length of day required for the position is classified as regular.
6. The position is not substantially exposed to adverse environmental conditions.
7. The visual acuity requirements of the position are typical of those who work deals largely in a clerical or administrative capacity.

DIMENSIONS:

Number of employees supervised: 0



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<i>REVISION LETTER</i>	<i>REVISION DATE</i>	<i>REVISION DESCRIPTION</i>
A	05/2016	Initial release