

## Event Coordinator

**Department:** Events  
**Type:** Full Time  
**Immediate Supervisor:** Director of Event Operations

### **Description:**

The Event Coordinator is responsible to assist the Director of Event Operations in acting as liaison between venue and event to ensure all details required for the successful execution of the event are completed within the terms of the event contract.

### **Qualifications:**

- Minimum of two (2) years of increasingly responsible experience in event management/coordination preferably with a convention center, sports facility, performing arts facility or other multi purpose public assembly facility
- Bachelors degree from an accredited college or university with major course work in event and/or hospitality management or other related field
- Additional years of experience may be substituted for formal education
- Ability to work a flexible schedule including nights, weekends, and holidays
- Ability to function in fast-paced, constantly changing, high pressure environment
- Proficient in use of Microsoft Office and AutoCAD
- Excellent interpersonal and communication skills

### **Special Knowledge Of:**

- Public Assembly facility management
- Operational characteristics of events
- Needs of users of the facility
- Customer service practices
- Facility use contracts
- Fire and public safety regulations
- A/V equipment and electronic systems in public assembly facilities
- Budget preparation and control
- Public Relations
- Terminology used in entertainment/convention/public assembly settings

### **Areas of Responsibility:**

- Act as venue liaison with all parties involved in event
- Advance event/show with appropriate event representative in a timely fashion
- Communicate all event related info to appropriate departments and staff as well as prepare event data sheets prior to each event for facility personnel
- Provide information to and relay information between other facility departments involved in servicing events
- Assist the Director of Event Operations to hire, train, schedule and manage event staff
- Prepare event estimates as determined by requirements of event
- Coordinate and settle all event financial matters with Finance Department
- Establish and maintain effective working relationships with facility staff, service providers and facility users
- Additional duties as assigned

**Physical demands:**

- While performing duties of this job, employee is required to stand, walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

**Accountabilities:**

- Assists with coordination, organization, management and supervision of events to insure all needs and expectations are met in order to result in ultimate customer satisfaction

**Authority:**

- Act as directed by the Director of Event Operations as required within confines of event contract, vendor/supplier contracts event budget and building codes

**To be considered, please submit a cover letter and resume to:**

Brian Manor  
Director of Event Operations  
South Okanagan Events Centre / Penticton Trade & Convention Centre  
[brian.manor@penticton.ca](mailto:brian.manor@penticton.ca)