



Opening Date: 3/7/19
Closing Date: Open Until Filled

Vacancy Announcement #35-19 Event Coordinator

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation's capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region's marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The Event Coordinator provides responsible professional customer services in the Convention Management Division. Employees in this classification must have professional work experience in planning, organizing and controlling special events to allow them to assume responsibilities with minimal orientation. At this level, the Event Coordinator manages internal meetings, special projects and supports the event management team with event related administrative and in-show responsibilities. This position would coordinate and direct the delivery of services in conjunction with all in house service providers while ensuring all SOP and Events DC policies, rules and regulations are adhered to. This work is performed under the general direction of the Associate Director for Convention Management.

EXAMPLES OF WORK ASSIGNED

- Reviews inhouse agreement via CNET2 to ensure dates, times, leased space and equipment provided are accurate.
- Directs show services staff and contractors in delivering services for meetings and events and resolves event-related problems.
- Coordinates efforts of all departments when organizing set-up requirements and client specifications.
- Acts as primary Events DC point-of-contact for show managers and implements their specifications and requirements for Events DC provided services.
- Conducts tours of the facilities for customers, provides expertise and consultation regarding facility capabilities and determines the needs of the potential event.
- Directs and participates in the pre-event planning, initiating correspondence and conferences with internal show management, their suppliers, and Events DC staff.
- Prepares schedules and meeting room specifications illustrating requirements.
- Supports Event Managers with event resumes and in show responsibilities as needed.

- Reviews, approves and creates event floorplans/diagrams.
- Ensures the availability of all equipment contracted for customer's use.
- Ensures compliance with all facility and appropriate governmental rules and regulations by the show management and all service providers working on the event.
- Assist the department to implement and monitor operational policies and procedures are being adhered.
- Performs a variety of related tasks and duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Thorough knowledge of meetings, entertainment, Banquets, Special event production, audio/visual equipment, setups, and show utilities installation and teardowns.
- Ability to work independently with minimal supervision but great accountability.
- Excellent problem solving and customer relations skills.
- Requires initiative, diplomacy and the ability to interact with a variety of departments, contractors and personalities in pressure situations.
- Ability to express ideas and convey information effectively, both orally and in writing.
- Ability to direct other staff operations in delivering varied and diverse facility services to resolve conflicts.
- Ability to read and interpret diagrams to determine feasible use of space and square footage.
- Ability to establish and maintain effective working relationships with employees, management, co-workers, and the public.
- Ability and willingness to work extended hours and varying work schedules (i.e., evenings, weekends and holidays), frequently meet rigid deadlines with limited lead-time, handle concurrent planning and execution of multiple events.

CORE COMPETENCIES

- Job Knowledge and Technical Expertise
- Strategic Thinking
- Project Management
- Problem Solving
- Attention to Detail

ADA ESSENTIAL FUNCTIONS

- Ability to stand for a sustained period of time.
- Ability to walk extended distances and climb stairs to access the interior and environs of the Center, particularly for long distances or moving from one work site to another.
- Ability to pick, pinch, type or otherwise work primarily with fingers rather than with the whole hand or arm.
- Ability to apply pressure to an object with fingers and palm.
- Ability to converse orally and to use standard telephones to receive and communicate information.
- Ability to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and or up to 10 pounds of force constantly to move objects.
- Ability to prepare and analyze data and figures; transcribe; view a computer terminal; read extensively; visual inspection of small parts, and/or operation of machines; use measurement devices; and/or assembly or fabrication of parts at a distance close to the eyes.

MINIMUM QUALIFICATIONS

- High School Diploma
- Two to Three (2-3) years of customer-oriented hospitality industry experience preferably in a convention hotel, conference or convention center, or operating experience with multi-management of meetings and special events
- Any equivalent combination of related experience, training, and/or education.

DESIRABLE QUALIFICATIONS

- Proficiency in Microsoft Office Suite, diagram software (QuickCAD/AutoCAD/Social tables/Meeting Matrix or other event hospitality software system).
- Bachelor's degree from an accredited college or university with coursework in business.
- Professional certification (CMP, PMP) preferred but not required.

REQUIREMENT

- All positions require candidates to successfully complete our background screening process.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website:

<http://careers.wcsa.com/employment/application.aspx>

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

**Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001**

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.