



Opening Date: 07/14/2017
Closing Date: Open Until Filled

Vacancy Announcement #43-17 Event Coordinator

SALARY: NEGOTIABLE

DC Residents Preferred

SUMMARY DESCRIPTION

The Event Coordinator position requires a detailed-oriented and highly organized individual to provide event and facility operational support for the Operations Department of the Sports and Entertainment Division (SED) of Events DC. The Event Coordinator will work to ensure the success of meetings at the Gateway DC campus by working and directing the delivery of service to stand alone special events, including but not limited to concerts, sporting events, meetings, trade shows, festivals, consumer shows, OR coordinates services for larger events. The Event Manager will also serve as the primary liaison for all event and operational needs for Gateway DC – RISE Demonstration Center. The incumbent reports to the Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

EXAMPLES OF WORK ASSIGNED

- Maintains filing system for all event and venue operations contracts regarding RISE Demonstration Center at Gateway DC to ensure completeness and accuracy of contract records
- Follows up on a regular and periodic basis with customers to ensure timely resolution of problems and disputes.
- Acts as primary Events DC – SED point-of-contact for event and meeting organizers and implements their specifications and requirements.
- Reviews lessee's contract to ensure dates, times, leased space and equipment provided are correct and contractual provisions are fulfilled.
- Creates all document connected to settlement of each event, timesheets, staffing schedules, settlement memorandums and event settlements.
- Prepares schedules, meeting room specifications illustrating the event requirements.
- Responsible for meeting room set up, logistics to ensure event/meeting space is set to organizer's specifications.
- Ability to read and interpret site maps to determine feasible use of facility/campus space.
- 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.
- Ability to keep track of the large number of details involved in the successful execution of events.
- Performs other duties as assigned by management.



CORE COMPETENCIES (SPECIALIST)

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

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to convey information effectively, both orally and in writing.
- Ability to understand and follow oral and written instructions.
- Excellent analytical and problem-solving skills.
- Ability to effectively utilize the Microsoft Office Suite, including Word, Excel and Power Point.

MINIMUM QUALIFICATIONS

- Bachelor's degree in the administrative sciences, contracts and procurement; business administration, finance, or a closely related field; AND
- Three (3) years of office-related experience, preferably in procurement, contracting and/or paralegal activities; OR
- Any equivalent combination of experience, training, and/or education.

DESIRABLE QUALIFICATIONS

- Experience using Adobe Illustrator or other Windows-based drawing software.
- Must have a valid driver's license

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 Human Resources' lobby for on-line application purposes

Mondays-Fridays, 8:30am to 5:30pm.

Washington Convention & Sports Authority

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.