

TITLE: EVENT COORDINATOR
LOCATION: Winston-Salem Entertainment-Sports Complex
WORK SCHEDULE: IRREGULAR WORK HOURS
SALARY RANGE: \$30,780.00 - \$49,339.71
CLOSING DATE:

GENERAL DESCRIPTION: Under regular supervision. This position is responsible for all aspects of event coordination. This is a professional management position and is considered an integral part of the entertainment-sports complex management team. The individual in this position will act as the primary catalyst between the facility and clients who rent any of the various venues and will have some interaction in ice operations. The position is responsible for ensuring that all requests of the lessee are met while adhering to facility policies and procedures. Duties include, but are not limited to: gathering event technical information in advance of events; arranging for proper staffing based on event history and expectations; conducting pre-event walk through to assure facility set-up, cleanliness, and safety; monitoring all event staffs; providing critique notes after events; supplying expense estimates prior to events; administering and facilitating settlement/billing information; communicating verbally and in writing with all complex departments, all facets of events as they pertain to the department; dealing with difficult guests while providing world-class guest relations. This position may also be responsible for hiring, scheduling and training ice skating staffs to include, but not limited to: skate guards, party hosts and hostesses, and zamboni drivers.

JOB REQUIREMENTS: Bachelor's Degree in Sports/Facility Management from an accredited four-year college or University. Two years experience in facility management or related experience. Experience in management at ice arena is preferred. Computer experience in Windows and the Microsoft Office Suite is a must, preferred experience with adobe Photoshop and Auto CAD. This individual must display a positive attitude and an ability to make good decisions when under pressure. Excellent organizational skills are a must. Possess exceptional written and verbal communications skills.

PHYSICAL REQUIREMENTS: (Reasonable accommodations may be substituted for the physical requirements listed below).

Be able to maneuver effectively within an office environment. This individual should be expected to work long hours in the cold on their feet. Considerable walking on level surfaces as well as steps should be expected. Position is expected to work a flexible schedule to include nights, holidays and weekend hours.

THIS POSITION IS "EXEMPT" AND IS NOT ELIGIBLE FOR OVERTIME PAY.

The City of Winston-Salem does not discriminate on the basis of race, creed, sex, color, age political affiliation, national origin, religion, or disability, in its employment opportunities, programs, services, or activities.

APPLY: To apply for this position please send resume, letter of interest and list of three current professional references to: Chris Corl Event Services Direction at ccorl@lsvm.com Deadline is February 1, 2010