**Event Coordinator job description**

**Job brief**

The Events Coordinator is a key role within the events team, responsible for the planning, coordination and high quality delivery of a diverse range of LGNSW corporate events, including multiday conferences, day seminars and meetings, corporate cocktail parties, award evenings including the award judging processes and small meetings.

**Responsibilities**

* Assist Event Managers with event logistics which include: menu selection and guarantees, audio visual RFP’s, event rentals, hotel room blocks, recruiting and confirming volunteers, videographer and photographer coordination, on-site event support, event data entry and other event production elements.
* Update Event Reports on a monthly/weekly/daily basis, as progress and commitments are made.
* Work with Sr. Event Coordinator and Event Director to determine weekly meeting schedule and necessary meeting recaps.
* Communicate with clients in a professional manner and take detailed minutes during client meetings (in person and via conference call.)
* Perform event registration maintenance including responding to attendee’s questions, making registration changes, creating discount codes, and providing updates to team members and clients.
* Work with the Sr.Event Coordinator to order event supplies and make name badge recommendations. Design name badge template in Microsoft Word based on client needs.
* Assist the Sr. Event Coordinator with registration rules/parameters (early bird rates and dates, refund and exception policies etc.) based on experience and past year’s registration data analysis.
* Work with the marketing team to ensure all event logistics and registration information in up to date on the event website.
* In-Kind partnership research and follow-up.
* Inventory supplies prior to and following each conference.
* Assist with post event recaps and thank you letters to all vendors.
* Actively use company systems to manage projects, i.e. Basecamp, Eventbrite, Google Docs, Excel, Powerpoint, and Harvest time tracker.
* Assist the Sr. Event Coordinator and Director of Events and partnership team with exhibitor logistics and manual.

**Requirements / skills**

* Able to work at a rapid pace while maintaining attention to detail; ability to multi-task
* Must have good supervisory skills.
* Must have good communication and ability to promote sales.
* Must be skilled in time management.
* Must have teaching and motivational skills.
* Must exhibit an excellent service attitude and be willing to go out of their way to accommodate the
* guests and exceed their expectations.
* Must be flexible and able to adjust to meet the changing needs of guests.
* Must maintain a level of professionalism and communicate effectively.
* Must show enthusiasm for the job, the restaurant and the hotel.
* Must be considerate, patient and willing to help out fellow employees.
* Must have a good self-image and be able to command the respect of fellow employees.
* Must be able to tolerate pressure and work calmly and efficiently during busy times.
* Must handle guest complaints according to policies and procedures.
* Possess the highest work ethics, personal morals and honesty beyond reproach