Event Coordinator

St George Cultural Center is divided into two halls, a small hall that holds about 100 and the larger hall holds approximately 250. We are also in the process of updating our kitchen to a more fluid and fully equipped catering facility.

**Job Duties**

 Liaise with clients to identify their needs and to ensure customer satisfaction. Propose ideas to improve provided services and event quality. Organize facilities and manage all event’s details such as decor, catering, entertainment, transportation and AV equipment. Specify staff (servers and bar) requirements and coordinate their schedules. Proactively handle any arising issues and troubleshoot any emerging problems on the event day

1. The Event coordinator will handle event planning, design, and production
2. They will work with clients to identify their needs and ensure customer satisfaction.
3. They will supervisor and approve set ups for meetings, conferences, and banquets
4. They will work with vendors for decor, entertainment, transportation, AV equipment, etc.
5. They will provide event coverage to ensure client satisfaction
6. They will implement banquet rules, regulations, policies and procedures

**Qualifications:**

Bachelor’s Degree is preferred with 1-3 years of experience as a Convention Center, Conference Center, or Hotel Event Coordinator or any combination of education and experience equivalent to these requirements.

Must have knowledge of coordination/service techniques for meetings, banquets, special events, and public functions

Proficient in Microsoft office

Having a book of outside vendors is a plus

**Salary -** $45-55K DOE plus 2% commission on events

10 days PTO and 4 Sick days

Hybrid schedule

Schedule will include nights and weekends depending on event schedules.

If interested, contact Kay Nicholas at 810 588 7950 or email resume to

Kaynicholas888@yahoo.com