

Houstonfirst

Job Posting

Job Title:	Event Coordinator – Houston First Facilities
Department:	Convention & Cultural Facilities and Services
Reports To:	Sr. VP / General Manager
Location:	Houston, Texas
Hours:	Varies
FLSA Status:	Exempt

SUMMARY: Coordinate and manage consumer events and small-scale events to achieve clients' goal of a successful event.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position)

- Work closely with sales team at the start of the event management process to get as much information as possible and to conduct site visits with client
- Meet with client show manager to determine what type of event they want and event needs
- Handle all pre-planning with clients, determine what services will be required and coordinate required services ensuring that everyone has all the information necessary, such as instructions, schedules, equipment and inventory needs
- Execute and explain contract with client
- Monitor event from move-in all, set-up, actual event, break down and move-out
- Supervise event staff and contractors for the event
- Ensure that the event is in compliance with all building and City of Houston Fire Codes
- Complete and close all event paperwork and files
- Ensure that all event information is accurate and up-to-date in the system
- Assist Event Manager with Ungerboeck reports as needed
- Other duties and special projects as needed

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- Oversee and give direction to contractors during event

EDUCATION AND/OR EXPERIENCE: (special training, certifications, college degree, etc.)

- Bachelor's Degree or professional designation through IAVM
- 3 years' experience as an Event Coordinator in a convention center, theater, hotel or similar environment preferred.



KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Computer literacy with knowledge of Microsoft Outlook, in particular, MS Word and Excel
- Ability to work independently and pro-actively on a variety of events and projects
- Ability to manage changing program elements and prioritize effectively
- Outstanding organizational skills, excellent judgment and attention to detail
- Ability to work cooperatively, under pressure, with a variety of internal and external clients

MISCELLANEOUS:

- Must pass a pre-employment drug test and background check

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions
- Ability to work weekend, evening and nights on a fairly regular basis

ANNUAL SALARY: Commensurate with experience

POSTING DATE: July 1, 2021

BENEFITS: Medical, Dental and Vision insurance
401(K) (100% match up to 6%)
Paid Holidays (10 Days)
Paid Time Off (120 hours, prorated first Year)
Health Reimbursement Account and Flexible Spending Account
Tuition Reimbursement (Up to \$5,200.00 annually)
Paid Basic Life & Accidental Death and Dismemberment
Paid Short-term and Long-term Disability Pay

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" (DBA Houston First) and attach a current resume.
- 2) Submit both, application and resume, to Human Resources at hjobapplications@houstonfirst.com
- 3) All current team members are to complete Request to be Considered form prior to applying (HFConnect under HR tab, Talent and Acquisition)

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.

