

Houstonfirst

Job Posting

Job Title:	Coordinator, Live Events and Programming
Department:	Convention and Cultural Facilities
Reports To:	Director of Live Events and Experiences
Location:	GRBCC or Wortham Theater Center, Houston, Texas
Hours:	Varies
FLSA Status:	Except
Updated:	November 2021

Summary: Manage live events and public programming to achieve a successful event.

Essential Duties and Responsibilities: (individual duties, assignments and responsibilities required of the position)

- Assists Director, Senior Manager of Live Events and Programming with planning and executing Avenida, Theater District and other Houston First programmed events
- Coordinates entertainment talent – scouts, books, contracts, invoices
- Serves as onsite logistical point of contact, including but not limited to, stage management and vendor coordination during events
- Serve as administrative support for Department
- Assist as needed with Marketing, PR and Social Media – on site photography, information for posts, posting to social platforms in real time
- Participate on Lynn Wyatt Square for the Performing Arts programming team to further develop Grand Opening and subsequent live events
- Supervise event staff and contractors for the event
- Ensure that the event follows 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 Senior Manager with Ungerboeck and budgeting reports as needed
- Other duties and special projects as assigned

Supervisory Responsibilities: (personnel supervision, budgets, performance, etc.)

- Manage contractors during event

Education and/or Experience: (special training, certifications, college degree, etc.)



- Bachelor's Degree or professional designation through IAVM
- 2-3 years experience as an Event Coordinator in a convention center, performing arts center, arena, hotel or similar environment

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 (grace under pressure) with a variety of internal and external clients

Work Environment: (overtime, travel, physical demands, and conditions)

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.

Miscellaneous :

- Must pass a pre-employment drug test

ANNUAL SALARY: Commensurate with experience

BENEFITS:

Medical, Dental and Vision insurance
 Paid Holidays (10 Days)
 Paid Time Off (120 hours first Year, prorated)
 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
 Paid Parking (Downtown Houston)

POSTING DATE: November 22.2021

CLOSING DATE: December 22, 2021

APPLICATION PROCEDURE:

1. Fill out a "CCSI Application" and attach a current resume
2. Submit both, application and resume, to Human Resources at hfjobapplications@houstonfirst.com

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.

