



Position Announcement:
Greenville, South Carolina



TD Convention Center

POSITION: Event Coordinator
DEPARTMENT: Event Services
REPORTS TO: Senior Events Manager
FLSA STATUS: Salaried/Exempt

SUMMARY

The Event Coordinator provides professional support to clients in the areas of planning, organization and management of their events within the facility. This position will also be responsible for monitoring the logistics of the events and all event coordination tasks before and after the events are booked.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversee all aspects of facility operations related to events
- Meet with client groups to plan and organize assigned meetings and/or events
- Coordinate with various services contractors for assigned meetings and/or events
- Guide clients in preparations of events keeping them informed of status of deadline schedules, including but not limited to floor plan submissions, meeting room set-up specifications, insurance requirements and other relevant details
- Provide clear, concise and timely communication of detailed requirements to operations departments
- Monitor facility set-up of client expectations and facilities ability to accommodate client requests
- Maintain close contact with clients and facility staff to ensure successful events by following up on all client requests, concerns and problems
- Regularly attend and schedule appropriate planning, organization and other event and facility meetings
- Serve as manager on duty as required
- Provide support as needed for building-wide sustainability programs
- Retain primary responsibility for generating facility awareness, engagement and conversation through social media
- Have an understanding of the latest social media developments and online behavior trends

QUALIFICATIONS

- Excellent customer service skills
- Excellent communication skills
- Strong sense of urgency
- Must be able to follow timelines closely
- Detail oriented and organized
- Ability to handle multiple events in a fast paced environment
- Professional presentation, appearance and work ethic

EDUCATION AND WORK EXPERIENCE

- Bachelor's Degree from an accredited four-year college or university
- At least 2 years of related experience and/or training
- Working knowledge of the principles of facility management
- Experience with social media platforms (facebook, twitter, snapchat, Instagram, etc.)

PHYSICAL DEMANDS

- Ability to stand for extended periods
- Ability to work for extended periods

WORKING ENVIRONMENT/CONDITIONS

- This position is not subject to adverse working conditions.

HOURS OF WORK

- Irregular hours including early mornings, late evenings, weekends and holidays as determined by event schedule.
- Extended hours may be required, as determined by event schedule.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

If you meet the minimum qualifications listed above and are interested in this position, please apply in one of the following ways:

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Apply at:

https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000381764906#

Recruiter:

LaTomya Doctor
SMG – TD Convention Center
One Exposition Drive
Greenville, South Carolina 29607

Applicants that need reasonable accommodations to complete the application process may contact 864-255-5864

SMG is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

Job Posting: Event Coordinator @ TD Convention Center