



Company: Capital Improvement Board of Managers
Job Title: Assistant Event Coordinator - PART TIME POSITION
Department: Event Management
Reports To: Senior Event Manager

POSITION SUMMARY: This position assists in supervising the operation and implementation of events under the general supervision of Event Coordinators and Senior Event Manager.

DUTIES:

- Communicate with on-site clients to assist in the floor-operations of one or more events.
- Assist in the planning and coordination of events as requested.
- Other duties as assigned by Event Coordinators or Senior Event Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Must have the ability to work with efficiency and composure under stressful conditions and have the ability to interact positively with the public, clients, and co-workers. **Must be able to work fluctuating hours including evenings and weekends.**

EDUCATION/EXPERIENCE:

High school diploma or general education degree (GED); two to four years previous experience in event coordination preferably in trade show, hotel/motel, or theater industry; or equivalent combination of education and experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Knowledge of basic computer skills.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities but will direct staff during events to ensure client satisfaction.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

This position requires frequent standing, walking, climbing stairs and repetitive finger movement with constant oral/hearing communication.

Individuals interested in applying for this position should submit a resume or application to the Human Resources office no later than Friday – October 5, 2018.

Address:
Human Resources
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Avenue
Indianapolis, IN 46225