



JOB TITLE: Event Coordinator
DEPARTMENT: Event Management-LUCAS OIL STADIUM
REPORTS TO: Event Manager

POSITION SUMMARY: This position organizes and supervises the successful implementation, operation, and completion of facility events (Conventions, Tradeshows, and Sporting Events) under the general supervision of the Event Manager.

DUTIES:

- Maintain communication with clients to assist in planning and coordination of events.
- Coordinate physical set-up requirements and service needs for clients.
- Coordinate set-up activity with internal and external vendors for successful execution.
- Works with sales department to assure client's requirements are met.
- Create detailed set-up diagrams on AutoCAD software for each event.
- Act as liaison to outside service contractors.
- Other duties as assigned by Events Manager or Stadium Director.

EDUCATION/EXPERIENCE:

Bachelor degree (B.A.) in event planning, public relations, customer service or related field; three to five years experience organizing and executing large scale events in a convention center or tradeshow environment; or equivalent combination of education and experience.

KNOWLEDGE, CERTIFICATES, LICENSES, REGISTRATIONS:

- Basic computer literacy.
- High proficiency in Microsoft Suite or comparable software.
- Working knowledge of event planning / financial software package.

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 on-going ergonomically related movement. Frequent walking and sitting with occasional standing and climbing stairs. Requires excellent communication skills. Must be comfortable working in a large facility that requires extensive walking to monitor event activity.

Individuals interested in applying for this position should submit a resume or application to the Human Resources office no later than Monday, July 16, 2018.

Address:

**Human Resources Office
Indiana Convention Center & Lucas Oil Stadium
100 South Capitol Ave
Indianapolis, IN 46225**

OR

Email: jobs@icclos.com

6.25.2018