

Position Announcement: Event Services Coordinator

Req.# 12132017

SMG, the leader in private management of public facilities, has an employment opportunity for an **Event Services Coordinator** for the Palm Springs Convention Center. For more information about our organization, please visit the following web sites: www.palmspringscc.com, www.visitpalmsprings.com, www.smgworld.com

About this job: This position provides administrative support for the Senior Event Manager, Event Services Managers and Guest Services Manager.

ESSENTIAL RESPONSIBILITIES

- Maintain event files, generate and compile introduction packets for events, create and distribute event resumes.
- Organize and maintain accurate information for the Event Services team on the shared f: drive
- Assist Event Managers in Responding to requests from exhibitors, decorators and meeting planners for maps, floor plans and other information as requested.
- Assist Event Managers in Interacting with clients, attendees, exhibitors, vendors and colleagues and providing information regarding events, operations and event policies and procedures to clients and vendors.
- Maintain and update EBMS information pertaining to Operations including scripting of events, the adding of notes, activities, contacts forms (including templates), and documents, and the placing of orders for outside services and equipment as requested by Manager.
- Provide administrative support for Event Services and Administration departments including correspondence, reports, copies, faxes, email, telephone coverage, agendas and weekly meeting invitations.
- Update Event Services Guide, main event information boards in 2 locations, and vendor lists, to include gathering annual certificates of insurance for outside vendors through a trace system.
- Set up for pre-convention meetings.
- Maintain post-event survey process including tracking response time, compiling reports (including graphing of these results, maintaining the database, archiving results, attaching results to EBMS and updating attendance figures.
- Program and update electronic marquees.
- Act as the lead contact for repeat, city and small business meetings.
- Process in-house requests for space from various departments for internal meetings.
- Order and maintain departmental stocks and supplies.
- Manage the Event Services digital signage output.
- Attend appropriate planning, organization and other event and facility meetings in support of facility operations.
- Maintains the proper image and generates positive public relations with patrons and colleagues.

Other

- Promotes and fulfills SMG goals and brand promise.
- Participates in safety programs to achieve safety goals.
- Assists the department and organization with various projects and special assignments as needed.
- Performs other assigned duties as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

This position does not require any special education.

Experience:

- This is a senior administrative position requiring a minimum of two years experience working in an operations environment and 3 years of experience working in an administrative capacity.

Skills and Abilities:

- Proficiency in operating general office equipment including to include computers, and copy machines.
- Adept in prioritizing multiple tasks and assisting multiple managers concurrently.
- Ability to work both independently and in a team environment.
- Ability to handle and accept change and priorities.
- Excellent communication, problem solving and organizational skills.
- Excellent customer service and public relations skills.
- Ability to work flexible hours to include weekends and holidays as needed

Technology

To perform this job successfully, an individual should be proficient in Microsoft Word, Excel and Outlook. Some experience with automated event booking software and event planning software (such as Meeting Matrix of Social Tables) is preferred.

Physical Demands (*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*):

- Lifting up to 20 lbs may be required.
- Must be physically able to traverse stairs multiple times per day as well as travel throughout the facility, quickly, running errands and executing duties that require a physical attendance.
- Must be comfortable with performing duties related to guest safety, which may include CPR and first aid duties, fire watch, etc.

Certifications:

No certifications are required. However; certifications of proficiency in MS Office products is preferred.

HOW TO APPLY:

Please apply at: <https://recruiting.adp.com/srcar/public/RTI.home?d=External&c=1152751&d>

SMG - The Palm Springs Convention Center and Bureau of Tourism
277 North Avenida Caballeros
Palm Springs, CA 92262
Camille Steele Human Resource Manager: 760-322-8417
Fax: 760-778-4102

Internal Employees Apply at:

[https://recruiting.adp.com/srcar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000231669906#/#/](https://recruiting.adp.com/srcar/nghome.guid?c=1152751&d=InternalCareerSite&r=5000231669906#/)

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

Date Opened: December 13,2017

Closing Date: Until Filled