



Employer: Fayetteville Advertising and Promotion Commission
Unit: Fayetteville Town Center
Position Title: Event Services Coordinator Level II
Classification: Full-Time, Non-exempt, Hourly
Reports to: Director of Event Services
Posting Date: May 24, 2024

Qualified applicants should submit a resume to Tyler Wilson, Fayetteville Town Center Executive Director at twilson@twncenter.com. Please indicate "Event Coordinator" in your subject line.

Job Summary

Position is responsible for coordinating and managing events based on the needs and requirements of the client and the overall cleanliness of the facility. Have a keen eye for detail and provide outstanding customer service. Be an enthusiastic team member that will provide an excellent guest experience. Willing to work evenings and weekends.

Essential Duties and Responsibilities

- Act as a liaison between planner/client and the Event Manager and assist with any other needs
- Ability to explain to clients policies concerning security, trash removal and serving alcohol
- Serve as liaison with vendors such as caterers, DJ's, bands, etc.
- Inventory audio visual equipment and ensure all equipment is in good working condition
- Maintain equipment list for each event and ensure all equipment is on hand and in good working condition
- Oversee room set up to ensure room reflects schematic
- Work with Event Manager to assist on day of the event needs and changes to ensure event(s) run smoothly.
- Handle client queries on the day of event and troubleshoot client needs
- Oversee the striking of the event and clearing the venue efficiently
- Light reception and office duties.
- Other duties as assigned

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. While performing the duties of this job, the employee must frequently stand for long periods, walk, talk, and hear. Use hand to handle objects and reach with hands and arms. The employee is occasionally required to lift more than 30 pounds.

Job Specifications

Experience: Experience with coordination of community and other events is preferred

Skills: Must possess ability to work as part of a team, follow orders and procedures, and complete assigned tasks. Must possess ability to prioritize and multi-task. Must be able to deal with all levels of personnel in a courteous and efficient manner. This position requires frequent and regular communication with clients; ideal applicants will have strong interpersonal communication skills and be able to interact with clients in a helpful, patient, and professional manner.

Job Context: Primarily indoor, occasionally outdoor

\$15-19 /Per hour

The Fayetteville Town Center is an EEO/AA employer that seeks to employ qualified persons without regard to race, color, religion, gender, national origin, age, sex, marital status, disability, veteran status, sexual orientation, gender identity or any other characteristic protected by law. We strive to ensure all employees a discrimination-free workplace and have a strong commitment to affirmative action and equal opportunities. We value and encourage diversity in our workforce. All applications are subject to potential public disclosure under the Arkansas Freedom of Information Act.