



**Position Announcement: P/T Event Coordinator
Booth Amphitheatre**

Cary, NC

POSITION: P/T Event Coordinator
DEPARTMENT: Admin
REPORTS TO: General Manager
FLSA STATUS: Part-time/Hourly/Seasonal/Non-exempt

SMG, the leader in privately managed public assembly facilities, has an opening for a P/T Event Coordinator. The ideal candidate must be available to work Amphitheatre events which include nights and weekends.

MAJOR RESPONSIBILITIES:

- Attend event related meetings and maintain event schedules.
- Work with Asst. GM & Operations manager to determine staffing levels.
- Prepare and distribute event sheets for all events.
- Coordinate staff check-in lists and admission credentials for Amphitheatre events.
- Work events and perform duties to include staff check-in, customer service and serve as risk manager.
- Ensure all codes, laws, ordinances, policies, procedures, risk management, safety precautions, rules, regulations and emergency procedures are followed during events.
- Inventory and perform financial settlements with merchandise vendors during events.
- Supervise chair rental operations during events.
- Serve as on-site social media coordinator during events.
- Document post event reports.
- Assist the GM and Asst. GM with developing and implementing the annual staff training program. Topics will include customer service, emergency response training etc.
- Coordinate uniform procurement for all staff and volunteers.
- Work with Volunteer Coordinator to maintain KBA volunteer & advisory board program to include recruitment, training and retention.
- Other duties assigned by the General Manager and Asst. General Manager.

QUALIFICATIONS:

- High School Diploma or equivalent; 1-2 years related experience and/or training preferred
- Demonstrated knowledge of major social media platforms to include Facebook, Instagram and Twitter
- Competency in Microsoft applications including Word, Excel, and Outlook
- Organizational, verbal and written communication skills a must
- Attention to detail and ability to multi-task is an asset
- Available to work flexible hours, including nights & weekends
- Ability to work independently and or as part of a team

To Apply: All applications must be submitted online via the following link:

<https://recruiting.adp.com/srcar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000242112906#/>

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: 7/27/17

Closing Date: Until Filled