

Name: _____



The Event Services Coordinator supports the successful execution of all events and helps create a positive experience at the Aventura Arts & Cultural Center. (AACC)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinate and implement all details of a renter's contract, scheduling, contracting, ticket requirements, budgeting and management of event planning.
- Update and maintain the Event Calendar to reflect the most current information.
- Design and advance effective processes for event communication throughout the AACC.
- Respond promptly to rental inquiries for purposes of discovery, sales, and date availability.
- Meet with potential users for tours of facility and event planning.
- Accurately document requests for calendar events and convey information to the Operations and Event Services Staff for calendar input.
- Prepare and distribute appropriate rental information and marketing collateral for potential users.
- Distribute event related information and documentation information essential to the successful execution of each event has been accurately acquired and disseminated to other departments, including contracts, ticket riders, insurance, calendar listings, event requirements, and other information required for the efficient and successful production of events.
- Provide a high level of customer service to all internal and external customers.
- Maintain accurate records of all date communications with renters and primary multi-user groups.
- Provide support during events to ensure the proper and effective execution of the event requirements and the satisfaction of the user.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled in Windows based programs, including Word, Outlook, Excel, and PowerPoint.
- Able to work independently and as part of a team in a fast-paced environment.
- Able to work effectively and positively with others.
- Able to multitask, set priorities, shift priorities, and adapt to changes in situations.
- Able to assess own strengths and weaknesses in the workplace, strive to continuously build knowledge and skills, and share expertise with others.
- Able to exhibit a professional demeanor and provide quality customer service in all interactions.
- Able to manage and implement numerous complicated events simultaneously.
- Able to work flexible schedule, including nights, weekends, and holidays regularly.
- Knowledge of contracts and implementation of contracts.
- Able to communicate effectively, both verbal and written, in English.
- Skilled in use of all office equipment.

REQUIRED EDUCATION AND EXPERIENCE

- BA/BS: Theater Concentration or any equivalent combination of training and experience.

If you are interested in this opportunity, please submit your resume to: aescsearch@browardcenter.org. Preference will be given to local applicants. No phone calls please.