



The Broward Center builds community through the arts by delivering quality entertainment, educational opportunities and memorable moments that engage and inspire audiences, nurture collaboration and drive economic vitality.

The **Event Services Coordinator** supports the Broward Center for the Performing Arts (BCPA) and the Parker Playhouse (PPH) in facilitating the successful execution of all events and to create a positive experience for partners, users, attendees, and Performing Arts Center Authority (PACA) Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supports in coordinating and implementing all details of a renter's contract, scheduling, contracting, ticket requirements and management, budgeting, primary event planning, and settlement.
- Coordinate and execute all details of the Meet and Greet and Special Events process.
- Monitor the Event Calendar for accuracy and make recommendations to reflect the most current information and to actively avoid conflict in conjunction with the Director of Event Services.
- Design and advance effective processes for event communication throughout the BCPA to ensure accurate event information is disseminated and understood by relevant departments and individuals.
- Monitor and track rental inquiries for purposes of timely response.
- Meet with potential users for tours of facility and event planning.
- Document requests for calendar events and convey information to the Director of Event Services.
- Strive to accommodate internal and external scheduling requests accurately and in a timely manner.
- Prepare and process facility-use contracts and related documents..
- Collect, analyze, and evaluate systems, procedures, contracts, fee structure, and feedback from users.
- Prepare and distribute appropriate rental information and marketing collateral for potential users.
- Gather and distribute event related information and ensure this information has been accurately acquired and disseminated to other departments.
- Provide a high level of customer service to all internal and external customers.
- Maintain detailed 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 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 manage and implement numerous complicated events simultaneously.
- Able to work flexible schedule, including nights, weekends, and holidays regularly.
- Able to create and manipulate spreadsheets.
- Knowledge of union contracts and implementation of contracts.
- Able to communicate effectively, both verbal and written, in English.

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 evsearch@browardcenter.org