

Event Coordinator
Entry-level
Full time position

The Pasadena Convention Center has an opening for an Event Coordinator. We are a multi-purpose facility located in the heart of Pasadena. If you like customer service and want to enter the world of hospitality, we invite you to explore our career opportunity.

POSITION SUMMARY

Oversees all aspects of selected events as a manager on duty while working a specific shift. Reports to the Director of Convention Services.

JOB RESPONSIBILITIES

- Assist in contacting event planners/show producers to gather event logistics and determine event needs/services.
- Supervise various departments, including service providers, involved with the event .
- Produce/distribute event manifests, resumes, diagrams to reflect event needs and services.
- Prepare/maintain event activity reports.
- Answer inquiries regarding facility rental and ancillary charges.
- Conduct facility site visit tours.
- Maintain files for event information.
- Handle administrative work, such as creating/maintaining event files, and schedules of events.

JOB REQUIREMENTS

- Two years' experience in convention center or hotel environment, or experience in customer service with direct client contact.
- Education beyond high school preferred.
- One year of supervisory experience.
- Knowledge of procedures for event operations at a multi-purpose complex.
- Outstanding interpersonal skills.
- Problem solving skill; able to assess and make decisions.
- Proficient with Microsoft office.
- EBMS database and Room Viewer diagram software a plus.
- Must be available to work irregular hours, including weekends, nights, and/or holidays.

We offer competitive salary/benefits, and a great work environment. Please forward your resume to hr@pasadenacenter.com. Enter EvCOORD in the subject line. Visit our website at www.pasadenacenter.com.

EOE