



BAYFRONT CONVENTION CENTER

1 Sassafras Pier | Erie, PA 16507
Office: 814.455.1260 | Fax: 814.879.0910
www.bayfrontconventioncenter.com

JOB POSTING

DATE: January 23, 2012

POSITION: Bayfront Convention Center
Event Coordinator

POSITION
SUMMARY: Attached

QUALIFICATIONS: Attached

TERM: Part Time Hourly Position
Must be able to work non-standard work week with some regularity

APPLICATION
DEADLINE: February 3, 2012

TO APPLY: Submit application and/or resume to:
Bayfront Convention Center
1 Sassafras Pier
Erie PA 16507

Application may be obtained from the administrative offices at the Bayfront Convention Center or the Tullio Arena.



E R I E County Convention Center Authority

■ Louis J. Tullio Arena

■ The Warner Theatre

■ Jerry Uht Ballpark

■ Bayfront Convention Center



**BAYFRONT CONVENTION CENTER
JOB DESCRIPTION**

POSITION: Bayfront Convention Center Event Coordinator

REPORTS TO: Director of Marketing & Sales

POSITION SUMMARY: The Event Coordinator communicates and gathers all event details from client contacts. He/She will prepare estimate of expenses and room assignment. The Event Coordinator will assist the Sales Team in the successful implementation, operation, completion, and post convention report of the event. He/She will work closely with Convention Center Staff to facilitate the requirements of the events.

QUALIFICATIONS: The Event Coordinator should have experience in customer service, meeting management or the hospitality industry. Excellent interpersonal communication skills, both written and oral. Public speaking ability. Ability to work under pressure with ease and composure; ability to learn and make decisions quickly, retain information, and pay attention to detail. Planning, organizational, time management skills, Good understanding of team concept. Knowledge of and proven experience in basic computer programs. He/she must have manual dexterity and motor coordination. May at times have to lift fifty pounds. Working conditions vary from those found in normal office environment, to crowded rooms with significant noise levels. May be required to assist in event set-ups. He/she must be able to work non-standard work week with some regularity. Must be very flexible in hours and days available for scheduled events, including weekends and holidays.

SALARY: \$10.00-\$13.00 per hour



ERIE County Convention Center Authority

■ Louis J. Tullio Arena

■ The Warner Theatre

■ Jerry Uht Ballpark

■ Bayfront Convention Center

CONVENTION CENTER EVENT COORDINATOR JOB DESCRIPTION DETAIL

- Will respond to requests for event space information as needed. Defining client's needs and ensure facilities availability and resources meet client's programmatic and logistic requirements. Communicate the services that will be provided and the related costs. Enter all pertinent data into event software in an accurate and timely fashion.
- Will conduct tours to potential clients.
- Will assist Sales Team in convention and meeting details as needed.
- Initiate and maintain communication with clients to assist in planning and coordinating events. Inform customers of BCC basic policies and procedures concerning services and equipment, which are provided per their contract as well as the additional services for which they will be charged.
- Work closely with customer through pre-event planning stages, advising best use of facilities and resources to meet event needs.
- Check to see that pre-event load-ins, set ups, and operational plans have been executed as defined on function sheet.
- Will assist in the run of the event. In a pro-active fashion, act as liaison between client, building staff, operations, administration, and contractors as applicable.
- Performs other duties as assigned.

