

Event Coordinator

Title: Event Coordinator

Job Type: Full Time, Hourly

Pay: DOE

Industry/Comparable Work Experience: 1-2 years experience in the Event Industry or equivalent, proven organizational and leadership experience; with an emphasis in retail or restaurants.

Education Level: Bachelor's Degree preferred or equivalent industry experience.

Vanguard Events is looking for an energetic, positive, hard worker to join our team. The Event Coordinator works closely with the Event Manager and Creative Team to support the completion of memorable and unique events throughout the Pacific Northwest.

Vanguard is small company, and as such, we require flexibility and drive in a successful candidate. We offer above average compensation, full medical and dental benefits and paid vacations as part of our employment package. Persons with high achievement standards and a desire for excellence will be most valuable as part of our team.

This position requires a motivated person who has the following skills:

Duties and Responsibilities

- Manage all décor rentals for events including but not limited to tables, chairs, barstools, specialty furniture, linens and drape.
- Audit and update rental orders as needed based on changes made by the Event Manager or Creative Director.
- Coordinate, shipping/return shipping and/or delivery/pick-up with all rental vendors.
- Maintain positive relationships with vendor contacts and schedule phone calls and/or in-person visits with them when needed.
- Test and troubleshoot proposed activities for events.
- Order/purchase activity supplies and create samples and instructions to be used at events.
- Act as a décor lead on-site during events, set-ups and strikes.
- Communicate needs with the client and/or venue contact pre-event, during event and post-event as assigned by the Event Manager.
- Meet and escort vendors, entertainers and photographers when they arrive on-site as needed.
- Participate in team creative brainstorm sessions for event theme and décor ideas.
- Assist in creating and updating look books and budgets for upcoming events.
- Assist in managing the Scheduling Assistant and scheduling of on-call crew.
- Create and maintain master office/shop schedule and post weekly.
- Handle all pre-event communication regarding event specifics to on-call crew.
- Communication during event with on-call crew regarding call outs, parking, directions, etc.
- Handle all post event communication with on-call crew regarding timesheets and pay day.
- Review timesheets and hours with Accountant for payroll.
- Hire new on-call crew members by reviewing resumes, scheduling and conducting interviews both in person and over the phone; and complete onboarding paperwork as needed.
- Assist in writing job postings and manage all online postings.
- General Office Duties including binder preparation, note taking, printing, filing, taking initial client calls, printing, mailing paychecks and vendor payments, etc.
- All other duties as assigned.

Required Skills

- Must be experienced in Microsoft Office, including Word, Excel, Outlook, and PowerPoint.
- Must be organized, dependable, enthusiastic, and energetic with the desire to work hard.
- Ability to take initiative and prioritize tasks; excellent communication, organizational, time management, problem-prevention and problem-solving skills are essential.
- Professional, neat appearance and demeanor.
- Must have the ability to work well with others on a team.
- Must be able to multitask well.

Physical Requirements

- The position requires frequent sitting, standing, walking, crawling, kneeling, climbing, squatting, bending, twisting, reaching above and below the shoulder, pushing, pulling, lifting, carrying, fine manipulation, power grasping, simple grasping, repetitive use of hands, keyboard use, mouse use, and the ability to lift a minimum of 40 pounds
- Stand, sit, or walk for an extended period of time

Desired Skills

- Hold valid Washington State Driver's License and keep a good driving record, preferred.
- Graphic Design skills preferred.

Job Considerations

- Must have a flexible schedule and be able to work nights and weekends if requested. Often events are scheduled around weekends and evenings. An open schedule is mandatory to the position.

Vanguard Events

Vanguard Events is a team of incredibly talented and innovative professionals dedicated to achieving our clients' event production and planning goals. From creative direction, custom fabrication, enchanting entertainment and extraordinary event design, we are resourceful and conscientious, and we take great pride in creating authentic event experiences. Visit www.vangardevents.com to learn more.

To apply, please e-mail your resume and a brief explanation about why you would like to be a part of the Vanguard Events team to vanguard@vangardevents.com. No phone calls please.