



# Event Venue Coordinator

## Job Summary

The Event Venue Coordinator is responsible for overseeing the smooth operations of events held at The Dream Space, ensuring that every client's vision is executed perfectly. This role requires exceptional organizational skills, attention to detail, and the ability to manage multiple tasks simultaneously while providing excellent customer service.

## Key Responsibilities

1. Coordinate event logistics including venue setup, breakdown, and on-site management.
2. Work closely with clients to understand their event needs and preferences, providing advice and recommendations.
3. Manage vendor relationships (caterers, decorators, etc.) and ensure all necessary services are delivered on time.
4. Oversee the event schedule and troubleshoot any issues that arise during events.
5. Ensure the venue is clean, safe, and ready for each event.
6. Maintain a comprehensive knowledge of the venue's amenities, layout, and equipment.
7. Provide excellent customer service, addressing any client concerns promptly.
8. Assist in the booking process, including site tours, contract management, and finalizing event details.

## Requirements

1. Proven experience in event coordination or hospitality management.
2. Strong communication and problem-solving skills.
3. Ability to multitask and remain calm under pressure.
4. A proactive, client-focused attitude.
5. Knowledge of event management software or similar tools is a plus.

## Additional Responsibilities

1. Develop and implement marketing strategies to attract new clients.
2. Conduct post-event evaluations to improve future event experiences.
3. Collaborate with the finance department to manage budgets and billing for events.
4. Stay updated with industry trends and incorporate best practices into venue operations.
5. Train and supervise event staff to ensure a high standard of service.

## Additional Requirements

1. College or university focus in Event Management, Hospitality, or related field preferred.
2. Flexibility to work evenings and weekends as required.
3. Strong attention to detail with an ability to foresee potential challenges.
4. Excellent negotiation skills to secure favorable terms with vendors.