

## **JOB DESCRIPTION – PROGRAM COORDINATOR**

### **Job title: Associate Producer**

#### **Job Responsibilities:**

- An entry level position to assist Senior Producers with coordination and implementation of events
- Conduct event research, including but not limited to venues, vendors, décor items, entertainers, and collateral
- Liaise with vendors to obtain quotes, contracts and invoices
- Coordinate and manage registration sites, hotel rooming lists, ground transportation, flights and onsite materials such as name badges and attendee packs
- Attend events as required and carry out a variety of duties to include, but not limited to, manning the registration desk, liaising with vendors and clients, running errands, microphone running, collating and distributing materials, installing décor and signage, packing and unpacking boxes
- Assist with travel arrangements, calendar management, and other projects as assigned by management
- Attend and engage in creative development meetings to determine event concepts
- Manage volunteer rosters and extended staff across events
- Provide quality customer service to client

#### **Requirements:**

- Event or hospitality industry experience preferred
- Strong administrative skills
- Experience with registration software (i.e., Cvent, Aventri, Green Envelope, etc.)
- Strong computer skills - Microsoft Office Suite required
- Customer service oriented
- Strong phone etiquette and communication skills
- Ability to work well with all levels of internal management, staff, vendors and clients
- Special attention to detail
- Sensitivity to proprietary and confidential information

#### **Working conditions:**

- Monday to Friday from 9:00am to 5:00pm
- Willingness to work outside of normal office hours when necessary
- Must be flexible and adaptable to work in a fast-paced, high-energy environment
- Ability to travel within the US or internationally if required

#### **Salary Package:**

- Salary based on level of experience of candidate
- Full health insurance coverage paid by company
- 401K Plan
- Three weeks of PTO – 1<sup>st</sup> Year of employment
- Work remotely on Fridays