

# Employee Requisition Form

**Position to Be Filled:** Entertainment Coordinator – part time

**Purpose:** The Entertainment Coordinator will assist with the daily operations of the Entertainment department, and assist with the execution of marketing functions in Promotions, Special Events, and Entertainment.

**Required Qualifications / Essential Duties:**

- Plan, Assist, and Coordinate in the development of special event promotions, including concerts, sporting events, festivals, private events, celebrity appearances, and other performance events
- Keep an accurate record of documents for each event held at the venue.
- Plan, Assist, and Coordinate in the timely set-up and breakdown / clean up of every scheduled event. Including but not limited to setting up or breaking down equipment that includes tables, chairs, canopies, dressing room furniture and / or accessories, pipe and drape, signage, PA system, lighting, etc
- Plan, Assist, and Coordinate in the developing of departmental tasks, seating charts, floor plans, venue diagrams, and other pertinent plans or diagrams that pertain to each event. Communicating those plans in an effective an timely manner
- Minimum of two years experience in live event coordination
- College degree preferred
- Proficient in Microsoft Excel, Word and PowerPoint.

**Reports To:** **Manager**

**Starting Rate of Pay:** D.O.E

**Approximate Hours:** less than 26

**Date Needed:** ASAP

**Filling Deadline:** Open Until Filled

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Recruitment Representative  
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Date Posted