

Employee Requisition Form

Position to Be Filled: Entertainment Coordinator

Purpose: Provide exemplary customer service to the Guests of the Tachi Palace Hotel & Casino by providing support to the Entertainment Director and entire Entertainment Department. The Special Events 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. These documents will need to be given to the Clerk for official filing
- 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 and timely manner
- Minimum of two years experience in live event coordination
- Proven ability to handle multiple tasks
- College degree preferred
- Desire to be part of a progressive staff of Casino entertainment professionals

Reports To: Manager

Starting Rate of Pay: D.O.E

Approximate Hours: 40 hours plus

Date Needed: ASAP

Filling Deadline: Open Until Filled

Recruitment Representative
kam

Date Posted