



Employee Requisition Form

Position to Be Filled: Entertainment Coordinator

Responsible: for assisting with the daily operations of the Entertainment department and assist with the execution of marketing functions in Promotions, Special Events, Entertainment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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/cleanup 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 booking entertainment for Tachi and it's enterprises. Including negotiating booking fees, obtaining W-9 forms, invoices for payment, and vendor registration.
• Plan, assist, and coordinate equipment rental for all events. Ensures that policies are followed regarding the obtaining of proper quotes and invoices. Includes scheduling delivery and pick up times as well as calling off rentals in a timely manner.
• Plan, assist, coordinate and conduct the advancing of all shows with the proper personnel including but not limited to Tour Managers, Production Managers, Outside Promoters, Vendor contacts which include lighting, sound, backline, videographer, and TV production. Communicate those plans in an effective and timely manner with the necessary departments.
• Plan, assist, and coordinate in the duties from the advancement of each show. Includes but not limited to hospitality/catering, dressing room requirements, ticketing requirements, special transportation needs, hotel needs, lighting, sound, and backline requirements, phone lines and internet needs, facility needs, merchandising requirements, among other special needs and/or requirements per show.
• Plan, assist and coordinate in the duties for the prizes at the Coyote Entertainment Center's Arcade Redemption Counter. Including but not limited to weekly inventory, weekly re-stocking, re-orders of inventory, and/or ordering of new prize products, researching vendors for prizes, keeping up to date with trending items, running arcade reports, uploading DPLs, and organizing of product items.
• Plan, assist, and coordinate the processing of bills and invoices, and tracking.
• Minimum of two years' experience in live event coordination.
• Associates degree preferred.
• Proficient in Microsoft Excel, Word, and PowerPoint
• Any other duties as assigned.

Reports To: Entertainment Manager
Approximate Hours: Full time

