

LAWN ON D VENUE COORDINATOR

SUMMARY

The Lawn on D Venue Coordinator reports to the Manager of Event Operations and is the onsite MCCA representative for all public programming hours for the Lawn on D. The Venue Coordinator will be responsible for successful execution and customer service during the public hours of the Lawn on D. Then Venue Coordinator will work directly with all MCCA contractors and service delivery teams to ensure successful operations and execution of public programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The Authority's General Manager may designate various other activities. *The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time for any reason, including reasonable accommodation.*

- Onsite point of contact for attendees for all public events
- Responsible for all opening and closing procedures for the Lawn on D
- Onsite contact for F&B provider
- Onsite contact for MCCA Operations teams (Public Safety, ABM, IT)
- Responsible for the set-up of Lawn on D games and works with ABM to ensure furniture is set
- Coordination of Food Trucks onsite
- Onsite contact for sponsor representatives
- Evening reporting using Lawn on D Shift Report
- Participate in Lawn on D team operations and event meetings
- Assist in Lawn on D public programming event coverage as needed
- Ensure all technical setup is completed for start of shift

SUPERVISION RECEIVED: Supervision is provided by the Manger of Event Operations and includes training, coaching, and performance evaluations.

EDUCATION/ EXPERIENCE: Bachelor's Degree required. Two (2) years to Three (3) years of relevant experience in the conference, tradeshow, convention center or hotel industry.

- Customer service experience in a public setting
- Good organizational skills and able to think big picture and execute
- Willing to get your hands dirty and contribute daily
- Strong relationship building skills and an ability to lead and influence cross-functional teams
- Excellent written and verbal communications skills

WORK SCHEDULE: The work schedule for this position typically fluctuates based upon the needs of a particular event or project, which would require the ability to work a flexible schedule including late nights, early mornings, long days, weekends and holidays. Travel to other MCCA facilities may be required.

To apply online please visit: <https://home.eease.adp.com/recruit/?id=15225981>