



Midland County Horseshoe Event Coordinator

SALARY	\$23.48 Hourly \$1,878.27 Biweekly \$4,069.58 Monthly \$48,834.98 Annually	LOCATION	79701, TX
JOB TYPE	Full-Time	JOB NUMBER	2019-00473
DEPARTMENT	Midland County Horseshoe	OPENING DATE	10/30/2024

Summary

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Please ensure that you fill out this [DPS criminal background check permission form](#)(you must open this in internet explorer to digitally sign). All that is needed is your name, signature, and the date.

*YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE WITHOUT THE TWO FORMS LISTED BELOW: You **MUST** attach*

- *[DPS criminal background check permission form](#)*
- *A copy of your Resume*

SUMMARY

The Horseshoe Event Coordinator plays a vital role in the event planning process after the lessee (renter) completes the booking process with a contract and deposit in place. The event is then passed onto the Event Coordinator who works with each renter to ensure the success of their event. This position is the main point of contact between the renter and the venue during the planning stages and is responsible for handling many events at one time. The Event Coordinator also works closely with the Horseshoe Event Staff Supervisor and Event Staff team to make sure all elements of the event are planned correctly in the event space such as table and chair arrangement, pipe & drape needed, staging, AV equipment, additional electrical needs, etc. This position would be expected to make sure events adhere to all venue policies and make renters aware of any updates and additions to policies as needed.

The schedule and hours of the Event Coordinator would vary based on the event schedule while also working ahead on upcoming events and keeping in touch with renters for future events. Due to these varying hours, the schedule could fluctuate between days, nights, weekends and holidays.

Essential Duties and Responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following. Other duties may be assigned.

- Give tours of the venue to prospective renters and those with upcoming events during the planning process.
- Point of contact for renters after the booking process is complete with a contract and deposit finalized.
- Holds meetings with each renter during the planning process to cover venue pricing and policies in detail to ensure understanding and compliance.

- Be the point person for the venue after the Booking Manager and during the setup process. Also act as liaison between renter and Event Staff Supervisor for event space setup and any materials and extras needed.
- Works in close relationship with the Event Staff Supervisor and Event Staff to ensure all event needs are met.
- Ensures all venue policies are reviewed with each renter and enforced during events.
- Attends and/or checks in with the renter during the move-in process, event and move-out.
- Ensures the space is ready for each renter and checks the cleanliness and functionality of facilities (HVAC, plumbing, electrical, etc.)
- Works with the facilities team to correct any issues as quickly as possible.
- Ensures all components of each event are handled and obtained before the event including but not limited to event insurance, event security, TABC approval from vendor, etc.
- Works with renters chosen vendors from the venue approved vendor list for use of the kitchen, concession stands, bars and ensuring the vendor uses their specified areas correctly, professionally and leaves them in a clean state.
- Perform post-event tasks promptly such as meeting with clients to ensure satisfaction, reviewing final invoices and bills, any post-event fees needing to be charged and the event report with event specific details, times, positives, negatives, etc.
- Communicate all added charges and fees throughout the planning process and the event to the client and the Horseshoe Booking Manager.
- This position reports directly to the Horseshoe Director and completes all other duties and responsibilities as assigned.

SUPERVISORY RESPONSIBILITIES

This is a non-supervisory position.

Qualifications, Education, and/or experience

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

EDUCATION and/or EXPERIENCE

High School graduation or its equivalent, trade school or 3 years of experience in required knowledge, skills and abilities.

Knowledge, Skills and/or ability

KNOWLEDGE, SKILLS, AND ABILITIES:

Previous knowledge of and experience in the event planning/coordinating profession is essential. The successful candidate will be extremely organized and have impeccable attention to detail. This position also requires strong verbal and written communication skills as well as a high level of customer service and professionalism. This position requires a great deal of time on the computer and a strong knowledge of Microsoft Office is required. The ability to learn new booking software and event layout/design programs is important. It is important this position builds relationships with renters and continues healthy relationships with those renters and events that return annually and throughout the year each year.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid Texas driver's license, provide proof of insurance, and have adequate transportation.

WORKING CONDITIONS

Personal Expectations:

The physical and mental demands in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee must frequently squat, lie down, stand and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds such as table/chair carts, electrical boxes, rodeo equipment, etc. and must occasionally lift and/or move objects weighing up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Requirements:

Must effectively read and understand information contained in memoranda, reports, bulletins, etc.; must be able to comprehend and follow instructions. The job requires regular the operation, proficiency, and occasional troubleshooting of computers, general office equipment, and commonly used software. Information may often be urgent and/or confidential, posing the potential for stress and mental fatigue. The employee needs to recognize and respect the pressure under which other staff may be working. The employee also must exercise diplomacy and tact with staff and patrons.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment can range from quiet to very loud.

Expected Hours of Work:

This is a full-time position, requiring an employee to work a 40-hour week. May be required to work beyond normal business hours in response to emergency situations or to attend special programs.

The schedule and hours of the Event Coordinator would vary based on the event schedule while also working ahead on upcoming events and keeping in touch with renters for future events. Due to these varying hours, the schedule could fluctuate between days, nights, weekends, and holidays.

Position schedule is subject to change at any time at the discretion of management.

Note: The description is illustrative of tasks and responsibilities. It is not all-inclusive of every task or responsibility.

Agency

Midland County

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Phone

432-688-4852

Website

<https://www.co.midland.tx.us/383/Human-Resources>