JOB DESCRIPTION
EVENT COORDINATOR
Part Time

Facility Name:	**VENUWORKS OF CHESAPEAKE, LLC AND CHESAPEAKE CONFERENCE CENTER**

JOB INFORMATION

Job Title:	EVENT COORDINATOR – Part-Time	Department:	SALES – Event Services
Reports To:	Director of Sales & Marketing	FLSA Status:	Exempt ☐ Non-Exempt ☒
Prepared By:	Deborah Malenda	Date Prepared:	8/4/2025
Approved By:	Donna Cannatella/Angela Bohlen	Approved Date:	8/4/2025

SUMMARY

This position is responsible for the provision of professional support in the planning, organization, execution, and management of events within the facility. Monitors the ongoing logistics of events and coordinates all tasks associated with events from contract inception through event conclusion. Serves as the primary liaison between the Chesapeake Conference Center and the client(s) in the coordination of all facility services and event activities. This is a part-time hourly position that is eligible for overtime and benefits.

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

Ensures successful event management and coordination of activities by serving as the main liaison and point of contact between clients and all venue departments.

A. Client Responsibilities:
   1) Meets with clients to plan and organize assigned meetings and/or events, interpreting and explaining contract provisions, as well as facility policies and procedures.
   2) Keeps clients informed regarding status of deadline schedules, including but not limited to floorplan submissions, meeting room set-up specifications, insurance requirements, security requirements, and other related logistics for the event.
   3) Provides accurate quotes to clients regarding additional costs for operational and labor services not specified in the sales agreement.
   4) Maintains an active presence in the event function area during all scheduled events, making any changes to event activities as needed and resolving issues that may arise.

B. Facility Responsibilities:
   1) Prepares written details and requirements for each event to include floor plans and other operational requirements, ensuring compliance with applicable fire, building and safety codes.
   2) Coordinates any special client needs (i.e. AV, decorating, equipment, etc.) with the appropriate parties.
   3) Provides clear, concise, and timely communication to all operational departments regarding event requirements.
   4) Conducts weekly event planning BEO meetings with staff, communicating logistics established for the event and any necessary changes made to the event plans.
   5) Enforces facility policies and procedures for each event.
   6) Collaborates with facility departments in the completion of post-event summaries/post con meetings with clients, identifying any event challenges for future planning purposes.
   7) Maintains good working relationships with internal service partners to ensure the effective management of events.

C. Administration Responsibilities:
1) Manages activities in keeping with both event and department budgetary constraints.
2) Effectively maintains all event files to ensure event activities and challenges are documented in support of superior client services.
3) Actively participates in the facility safety programs to provide for a safe and secure environment for clients and their guests.
4) Provides superior customer service to a wide variety of clients.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

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

1) **Must have Hospitality** experience planning social, wedding, corporate, conference, and military events with at least 1-2 years of experience.
2) A basic knowledge of business management practices and procedures.
3) Knowledge of social media practices and procedures.
4) Ability to compile and maintain records for event scheduling.
5) Knowledge of procedures and requirements of the events business to ensure good relationships with clients and patrons.
6) Ability to exercise sound judgment and make proper decisions in handling incidents at all types of events.

EDUCATION and/or EXPERIENCE

High School Diploma or general education degree (GED); Associates degree or higher from an accredited institution, and three to five years event coordination/management experience in a similar type of facility preferred.

KNOWLEDGE, SKILLS and ABILITIES

1) Ability to adapt to change in the work environment, manage competing demands, accommodate frequent changes to planned activities and accept delays or unexpected events.
2) Ability to work under pressure with rigid schedules to coordinate multiple tasks simultaneously.
3) Demonstrated knowledge of the principles of event facility management, services, and equipment and to deal effectively and courteously with the general public.
4) Strong interpersonal, verbal and written skills.
5) Ability to write routine reports and correspondence.
6) Excellent organizational skills, with the ability to prioritize work to meet deadlines.
7) Ability to read and interpret documents such as diagrams and schematics.
8) Ability to speak and understand English.
9) Ability to effectively present information and respond to questions from groups of managers, clients, and customers.

COMPUTER SKILLS

1) Proficiency with Microsoft Office Products, to include Word, Outlook, Excel, and PowerPoint.
2) Proficiency with event diagram/services software such as Social Tables and Ungerboeck.

OTHER QUALIFICATIONS

Ability to perform work for extended or irregular hours during scheduled events to include days, weekends, and evenings.

PHYSICAL DEMANDS

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.

1) While performing the duties of this job, the employee is regularly required to move around the facility with substantial walking required; to stand for long hours during events.
2) The employee is frequently required to stoop, lift, and carry up to 50 pounds, and move equipment such as chairs, tables and kitchen equipment.
3) This position may require work inside or outside of the building, as needed by events.

CONCLUSION

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

VenuWorks of Chesapeake, LLC and the Chesapeake Conference Center is an Equal Opportunity/Affirmative Action employer, and encourages women, minorities, individuals with disabilities and protected veterans to apply.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	