



POSITION: Event Coordinator
DEPARTMENT: Event Management
REPORTS TO: Director of Event Management
FLSA STATUS: Salaried/Exempt

Summary

ASM Global, the leader in privately managed public assembly facilities, has an excellent and immediate opening for an Event Coordinator at the McCormick Place Convention Center. Coordinates and assists as needed with the planning, implementation and follow-up activities associated with all types of events held at McCormick Place. This will include coordinating internal events and working with Senior Event Managers on specific events. Supports the Event Management Department with various administrative details.

Essential Duties and Responsibilities

- Coordinates and communicates details of internal events and meetings with the McCormick Place Operational Departments.
- Consults with clients to determine objectives and requirements for their event.
- Prepares pre-event planning documents and instructions using event software.
- Provides clear, concise, and timely communication of directives to other departments.
- Implements facility rules, regulations, policies and procedures.
- Directs all facility staff in delivering facility services for events and resolves event related problems.
- Assists with preparing pricing estimates for meeting.
- Ensures compliance with all facility and appropriate governmental rules and regulations by the event planners and all service providers working on the event.
- Develops and maintains strong relationships with internal meeting clients to assist in their planning, anticipate their needs and problem-solve on site.
- Administrative support for the Director and Event Management Team to include show management documents and department records.
- Performs other duties as assigned.

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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

- Bachelor's Degree from four-year college or university.
- 1 to 2 years related experience and/or training.
- Or equivalent combination of education and experience.

- Working knowledge of the principles of facility management, services and equipment for a similar facility.

Skills and Abilities

- Exceptional communication skills both verbal and written.
- Excellent organizational, planning and problem-solving skills.
- Professional presentation, appearance and work ethic.
- Ability to prioritize multiple projects.
- Ability to coordinate the work of others in delivering various facility services.
- Ability to adjust work schedule to coincide with events.

Computer Knowledge

To perform this job successfully, an individual should have knowledge of Spreadsheet software and Word Processing software and be proficient in Microsoft Office Products (Word, Excel, PowerPoint and Outlook). Previous experience in EBMS a plus.

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.

While performing the duties of this job, the employee may be required to work both indoors and outdoors as required by the function. Must have the physical ability to maneuver around facility(ies), at times, walking and/or standing up to 8-10 hours daily. The employee may sit for long hours and be required to use hands to handle files, type and operate offices machines; to talk and hear on the telephone. Specific vision abilities required by this job include close vision to handle.

Hours of work and travel requirements

Ability to work long and irregular hours that may vary due to functions and may include day, evening, weekends and holidays.

Note

The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Please use the below link to apply:

https://asmglobal.wd1.myworkdayjobs.com/careers/job/Chicago-IL/Event-Coordinator_R10015167

Recruiter- Shalanda Hedrick
McCormick Place – ASM Global
301 E. Cermak Rd, Chicago, IL. 60616

Applicants that need reasonable accommodations to complete the application process may contact 312.791.7000.

ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.

We will accept applications from 01-17-23 until position is filled