Position: Event Coordinator
Type: Full-Time/Salaried
Industry: Special Event Management and Logistics

Job Description:
The Event Coordinator is responsible for the management, coordination and production of event operations and logistics for our various events. The Event Coordinator will have the opportunity to service existing events in the Chicagoland area with emphasis on destination clients. The ability to travel to and from events is a job requirement. The Event Coordinator must understand the event industry and effectively manage and market LAS services as well as the logistics of warehousing and equipment shipping.

Responsibilities:
General Responsibilities
- Manage and coordinate event equipment needs and logistics for assigned LAS events
- Ensure the production of the event timelines meet client agreements
- Manage the scheduling of event dates and equipment movement with the logistics team
- Generate proposals for all assigned events
- Work with the proposal coordinator to learn and follow LAS proposal guidelines, structure, pricing and terms

Event Planning
- Develop event plans for assigned events including consideration for:
  - General event details
  - Equipment Order
  - Vehicles
  - Staffing
  - Communicate plans with client and coordinate execution

Client Contact
- Uphold LAS procedures for all event management processes including; proper negotiating techniques, financial and operational reporting, proposal and invoice generation, client interaction, and monitoring event staffing
- Serve as the point of contact for clients, pre-event, event day and post-event and additional opportunities
- Communicate with clients on a regular basis and respond to inquiries in a timely and professional manner.
- Build a genuine and positive working relationship with clients
- Practice proper phone etiquette in an office environment

Event Coordinating
- Supervise the event loading and preparation based on load list
- Coordinate with outside vendors (i.e. rentals).
- Supervise staff during event, including set-up, event duration, tear-down, unload and through final counts of inventory
- Maintain event documents and files in LAS data base
- Complete and distribute post-event report
- Work with billing coordinator to create final invoice

Business Development
- Proactively generate new business.
- Actively promote and introduce new or enhanced LAS equipment and services.

Desired Skills & Experience:
- Enthusiasm to work in a fast paced environment that requires physical work in outdoor conditions
- Physically fit to lift race equipment and barricades over 40lbs
- Flexibility and positive reaction to event related challenges
- Understanding of basic business principles as it relates to the special event industry
- Maturity to lead and manage event crew at both onsite event locations and designated travel destinations
- Ability to drive box trucks up to 26,000 lbs. and operate machinery such as a fork lift
- Driver's license required
- Experience in sales and/or dealing directly with clients to maintain successful relationships.
- Knowledge of Microsoft Office Products along with basic computer skills.

Education: Bachelor's Degree preferred or 2-3 years of event experience.
Compensation: Competitive Salary that will be based on experience. LAS offers an excellent benefit package that includes Health, Dental, Vision and a matching Simple IRA Retirement program.