



Events Coordinator 2017 World Corporate Games

(Independent contract position through November 30, 2017)

POSITION SUMMARY

- Work under the direction of Event Manager to coordinate all operation and competition aspects of the event
- Responsible obtaining quotes and sourcing event equipment and materials, transportation, security, and other require vendors and supplies
- Support and facilitate operational aspects for the event where needed, to include items such as: meeting room set-up, IT & AV needs, pipe & drape, signage placement, etc.
- Work to coordinate activities and activations of vendors, suppliers, and sponsors of the event as needed
- Identify and communicate volunteer needs to appropriate staff members to ensure the needs of the event are being met
- Keep accurate records of entire event to include scheduling, ticketing reports, layouts, and contracts
- Plan and facilitate event load-in and out of the venue(s)
- Attend LOC and other planning meetings as needed

QUALIFICATIONS

Four-year degree in sports marketing and experience in event planning preferred; ability to communicate both orally and through written work a must; able to prepare spreadsheets and presentations; working knowledge of Microsoft Office products; ability to multi-task on several projects in various stages of completion; demonstrate organizational, interpersonal and problem-solving skills. The applicant must be an enthusiastic team player willing to travel at times, and work flexible hours to include evenings, holidays, and weekends when needed. Physical requirements on occasion: Must be able to stand for 7 hours with minimal breaks, as well as lift and carry objects up to 50 pounds, up to ten times in a row.

CONTACT INFORMATION

Submit a confidential cover letter and resume to:

Chris Massey, Director of Events
Harris County – Houston Sports Authority
4 Houston Center
1331 Lamar Street, Suite 700
Houston, Texas 77010
Email: cmassey@houstonsports.org
No phone calls please.