



ARTS DISTRICT

LIBERTY STATION

Job Description

Job Title: Event Coordinator

Status: Part time, Non-Exempt

Rate: \$12.00 – 14.00 per hour

Reports to: Programs Manager

Summary:

Responsible for the onsite coordination of events taking place at the NTC Command Center, and the Outdoor Venues, as assigned, under the direction of the Programs Department.

Responsibilities:

- Work ARTS DISTRICT Booth as an ambassador for the district helping to promote signature programs and the arts
- Meets and greets clients and vendors as they arrive
- Provides exceptional customer experience from the moment the client arrives until the last guest leaves
- Responsible for set-ups for meetings and outdoor events
- Insures all NTC Policies and Procedures are adhered to by the client and any vendors
- Coordinates with all vendors on the day of the event from the initial load in thru the final load out
- Coordinates with Programs staff in final set up, maintenance throughout the event, and event close out
- Facilitates all usage of NTC audio-visual equipment at events
- Attends occasional team meetings as requested
- Light housekeeping to step-in or assist the maintenance staff when situations arise that need immediate attention
- Does onsite event reports to recap all aspects of the function
- Immediately reports any accidents or incidents during events according to NTC policy

Availability:

Hours vary, we have some signature program times outlined below, average 4-8 hours bi-weekly and hours may increase during summer months.

- First Friday of the month evenings 4 – 9 pm
- Second Saturdays of the month evenings 4 – 10 pm
- Fourth Sunday afternoons 2 – 9 pm
- Occasional weekday evenings and weekend mornings

This job description is not intended to be all inclusive; employees will also perform other reasonable related business duties as assigned by their supervisor.

The company reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employees.

Experience and Requirements:

- Successful track record in customer service
- Some knowledge of Audio Visual operations preferred or proven technical aptitude to learn
- Ability to interact/communicate on a professional level
- Ability to coordinate and work with multiple teams to execute a successful event
- Flexible schedule allowing for evening and weekend events

PHYSICAL DEMANDS

1. Equipment typically used: Golf cart, AV Equipment, mobile phone, light hand tools or cleaning equipment (vacuum), computer, copier, printer, and phone.
2. Physical Requirements: Ability to maneuver small spaces, climb ladder, move items, set up and break down room (chairs, tables), operate required equipment.
3. Ability to communicate in written and verbal format.
4. Percentage of time spent on activities during a typical workday:

Sitting	5%		Standing	50%
Bending	10%		Kneeling	0%
Climbing	5%		Pushing/Pulling	10%
Lifting	10%	Must be able to lift 30 lbs	Carrying	10%

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. They are representative in that the qualifications and physical demands 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.

Candidates need to be able to work any day (seven days a week) and any assigned shift. Some overtime may be required. Qualified candidates must be authorized to work in the US.

Instructions to Apply

- Submit filled in application below and resume to Hannah Abendschein at habendschein@ntcfoundation.org

Education

High School

School Name: _____ City and State: _____

Degree or # of Years Completed: _____

Grade Point Average: _____

College

School Name: _____ City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____ Grade Point Average: _____

College

School Name: _____ City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____ Grade Point Average: _____

Graduate School

School Name: _____ City and State: _____

Degree or # of Years Completed: _____

Major or Subject: _____ Grade Point Average: _____

List any certificates or licenses earned or in progress, and/or any additional training programs not included in your formal education.

Previous Employment

List your most recent employment first. Include work related internships, military and volunteer work.

Current Employer: _____ City and State: _____

Telephone Number: _____ Supervisor's Name and Title: _____

Position Title and Responsibilities: _____

Reason for Leaving: _____

Salary: _____ per Hour Week Month Year (circle one)

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

Previous Employer: _____ City and State: _____

Telephone Number: _____ Supervisor's Name and Title: _____

Position Title and Responsibilities: _____

Reason for Leaving: _____

Salary: _____ per Hour Week Month Year (circle one)

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

Previous Employer: _____ City and State: _____

Telephone Number: _____ Supervisor's Name and Title: _____

Position Title and Responsibilities: _____

Reason for Leaving: _____

Salary: _____ per Hour Week Month Year (circle one)

Dates of Employment: From: _____ To: _____

May We Contact Your Employer: Yes ___ No ___

Professional References

Name	Title	Company	Phone	Professional Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PLEASE READ, INITIAL EACH SECTION AND SIGN BELOW

_____ I certify that all information submitted in this application is true and correct to the best of my knowledge and understand that any misrepresentation of information is grounds for dismissal in accordance with company policy.

_____ I authorize the referenced listed above to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, releasing all parties from liability for any damage that may result in providing this information.

_____ I acknowledge that NTC Foundation reserves the right to amend or change policies in its Handbook or any other policies, without prior notice. These policies do not create any promises or contractual obligation between NTC Foundation and its employees.

_____ I understand my employment with NTC Foundation is at-will. This means that I am free to terminate my employment at any time, for any reason, with or without cause, and that NTC Foundation retains the same rights. The only way in which the at-will nature of my employment can be changed is in writing, signed by the CEO of NTC Foundation and me.

_____ I understand that as part of the procedure for my employment application, a thorough background check may be made concerning my character, generally reputation, personal characteristics, whichever may be applicable. This information may include, but is not limited to a pre-employment drug screen, verification of education including requests for transcripts, credit reports, motor vehicle driving records and criminal record reports. In addition, if the position for which I am applying will require me to handle funds of over \$5,000, I understand a credit check may be performed. Upon written request, additional disclosure concerning the complete nature and scope of the investigation will be provided. If I am denied a job based either wholly or in part because of information contained in an investigation consumer report, I will be provided the name and address of the reporting agency that supplies the information.

Applicant's Signature

Date

*NTC Foundation
2820 Roosevelt Rd., Suite 201
San Diego, CA 92106
(619) 573-9300*