



## JOB DESCRIPTION: Event Coordinator with a Management Track

### Company Details

Harbor provides high quality custom events that strengthen our clients' brand connections.

With a focus on customer service and attention to detail, the company designs and produces impactful experiences such as corporate meetings, brand activations, trade show exhibits, customer appreciation events, and large galas. We are looking for passionate team members that are interested in being involved in a fast-paced environment with a rapidly expanding business.

Please read more at [www.teamharbor.com](http://www.teamharbor.com).

### Position Summary

The Event Coordinator is responsible for supporting event logistics and execution. This candidate should be extremely detail oriented, very organized and enjoy seeing a project from ideation to completion. Harbor is a small team that works quickly and covers a broad range of tasks to execute on the big picture.

The Event Coordinator should have an entrepreneurial spirit, be open to learning quickly on their feet, and be excited to jump in on any task that needs assistance. Some knowledge of production or a performance background is a plus, but not necessary. The Event Coordinator will report to the Senior Events Manager.

### Duties and Responsibilities

The Event Coordinator plays a pivotal role in overseeing all aspects of our events, serving as the primary point of contact and representing the company with vendors, colleagues, and clients. This position demands a proactive individual who

takes full ownership of their responsibilities, executing tasks independently and collaborating seamlessly with other departments for tradeshow and events.

In this role, the Event Coordinator will manage logistics and communication while actively monitoring upcoming projects and tasks, ensuring timely execution and attention to detail. This is an opportunity for a motivated individual to make a significant impact by driving successful events and fostering strong relationships within the organization and with external partners.

#### Event Coordination Duties:

- These duties may include, but are not limited to:
  - Source venues, vendors, décor, giveaways, activities etc.
  - Gather details, budgets, and availability for events
- Travel and scheduling for events
  - Source lodging, flights, and rental cars for all Harbor event dates
  - Create travel schedules and to appropriate calendars
  - Create schedule and route planning for Harbor vehicles
  - Create and adjust event production schedules
- Work on cultivating and creating new relationships while out on site and through communications outreach
- Organize clients and jobs:
  - Create and adjust event production schedules
  - Fill in trackers with benchmark dates
  - Read and organize any show paperwork and exhibit manuals
  - Create setup, and travel documents
- Manage post event processes:
  - Distribute, collect, and organize post event recap notes from the Harbor team and vendors
- Oversee incoming and outgoing purchases/receivables/shipments for events, coordinating with Operations Coordinator
  - Manage client inventory for specific events and overall
- Work closely with Founder and Senior Events Manager, staying in communication for:
  - Any issues with flow of project and general communication
  - Sharing positives from the projects and team members
  - Being proactive in scheduling
- Work closely with Production Manager to stay accountable for event dates

- Follow up on timeline needs from the shop
- Stay up to date with communication on project status for deadlines
- Quality control checks on build standards
- Work closely with Design team to communicate, push and follow up on deadlines
- Create contracts and budgets (following contract review process)
  - Review with Design team on contracts, prior to sending them out
  - Learn general pricing to assist in budget creation for contracts
- Utilize quickbooks comfortably to create invoices
- All other duties as necessary
- The need to be a general “runner” will arise, especially when on an event site. Keeping a positive attitude and knowing you are working towards the goal of seeing a project complete is imperative.

\*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee; duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice

## Education/Experience Requirements

- High School Diploma or equivalent
- Degree (or obtaining degree) in related field preferred (event planning, marketing, hotel, or hospitality management)
- Experience in the event, hospitality, restaurant, entertainment, or trade show industries

## Knowledge Skills, and Abilities

- Self-starter and knowledge hungry
- Must be exceptionally detail oriented, paying attention to even the smallest details
- Extremely well-organized with strong multi-tasking and problem-solving skills
- Excellent communication, negotiation, and vendor management skills

- Ability to communicate with all parties via phone, email and in person resulting in a successful event for client, guests, vendors, and venues
- Teamwork and leadership abilities
- Must be able to work with staff/ or day-labor to complete job efficiently
- Delegating properly to make sure team members have what they need
- Must be able to resolve conflicts and complaints
- Ability to remain calm and work well under pressure
- Ability to work on multiple projects and deadlines
- Effectively network with a wide variety of clients, vendors, venues and establish professional relationships
- Dependable, reliable, and maintain high-quality standards
- Professional appearance and persona
- Google Business, Microsoft Office, both Mac and PC proficient
- Read and use a tape measure

## Work Environment/Physical Requirements

- Good physical strength and stamina
- Able to lift 50lbs
- Able to work extended hours when required
- Harbor Entertainment is a drug-free company, and testing is mandatory