

CAREER OPPORTUNITY

AT&T
PERFORMING
ARTS
CENTER

Title: Event Coordinator

Department: Events

Reports to: Senior Event and Sales Manager

Location: Dallas Arts District

JOB SUMMARY: Reporting to the Sr. Event and Sales Manager, the Event Coordinator will advance logistical needs for tier one functions such as reoccurring resident client performances, weekly free community events, internal meetings, and small-scale corporate meetings and receptions with the understanding that progression and advancement of duties is expected. The Events Department is responsible for the supervision of all meetings, receptions, dinners, private rentals, ticketed performances and community gatherings held at the Center. In addition to event management, the Event Coordinator will also provide departmental administrative support in the areas of calendar management, hospitality coordination, and inventory organization. Providing excellent customer service to ensure a positive experience for all clients, patrons, and artists is essential. The position holder will also be required to work within a team environment but also capable of working independently often while delivering to tight deadlines. Typical work schedule includes day hours as well as many nights, weekends and some holidays. The Event Coordinator is required to have a reasonable understanding of event and production timelines, logistics, and best industry practices. Given the flexible nature of the Center, this position will be responsible for other duties as assigned and when necessary.

POSITION RESPONSIBILITIES:

- Performs event related research and data entry
- Aids in hospitality coordination, setup, and teardown for performances
- Communicates and coordinates with décor, catering, and A/V vendors
- Serves as the liaison between the client and the Center's departments
- Supervises events from load-in through load-out
- Use creative and logistical practices in designing event layouts
- Assist in processing paperwork for contracted events
- Become a certified trained Crowd Manager
- Serve in the Center's Manager On Duty program
- Demonstrates a continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide Plus1 Service
- Exemplify the Core Values of the Center by working passionately to pursue our mission and vision statements

- Participation in industry associations is encouraged and supported

QUALIFICATIONS:

- Bachelor's Degree in related field or equivalent related experience as determined by hiring department
- At least three years of experience working as an event assistance or meeting planning
- Flexible schedule for events. This position will work many nights and weekends, including holidays
- Ability to establish priorities and manage multiple projects simultaneously in a fast paced environment
- Strong computer skills with proficiency in Microsoft Word and Excel
- Ability to communicate effectively both orally and written and work well with a variety of personalities
- Excellent organizational skills with a high attention to detail
- Professional demeanor and attire
- **PREFERRED BUT NOT REQUIRED:**
 - Proficiency with CAD
 - CMP certification
 - Trained Crowd Manager certification

AT&T Performing Arts Center is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

For immediate consideration, send cover letter, resume and salary requirements.

By Email: careers@attpac.org

By Mail: Human Resources AT&T Performing Arts Center
700 North Pearl Street, Suite N1800 - Dallas, TX 75201

ABOUT THE AT&T PERFORMING ARTS CENTER

The AT&T Performing Arts Center is a nonprofit foundation that operates and programs three premier performance venues and a 10-acre park for music, opera, theatre and dance in the heart of downtown Dallas. Opened in October 2009, the Center helped complete the 30-year vision of the Dallas Arts District.

The Center's mission is to provide a public gathering place that strengthens community and fosters creativity through the presentation of performing arts and arts education programs.

The Center's culture is to focus on the values that guide its people's actions. The Center's Core Values are to passionately pursue our mission by being:

Achievement Focused - Committed to the advancement and cultivation of the Performing Arts in Dallas

Community Minded – Actively fostering and participating in meaningful community interactions

Customer Service Driven – Dedicated to the service of internal and external constituents so that all want to return

Flexible – Willing to change to achieve results

Audiences enjoy the best and most recent from Broadway; the finest in world dance and music co-presented with TITAS; top concerts, lectures and performers with Center Presents; and a five-year undertaking to present The Complete Works of William Shakespeare. The Center also presents a wide range of free programming for audiences from every part of Dallas, including Patio Sessions concerts, Sunset Screenings, Local Motion fitness programs and Studio 2403, dance classes in Sammons Park. The Center makes performance art accessible to thousands of local students through its education program, Open Stages. Through a variety of special programs and benefits, the Center's members and volunteers are able to become involved and engaged in the arts.

Five esteemed resident companies utilize the Center's performance spaces: Anita N. Martinez Ballet Folklorico, Dallas Black Dance Theatre, The Dallas Opera, Dallas Theater Center and Texas Ballet Theater. These performance spaces are some of the finest venues in the world, designed by internationally acclaimed architectural firms:

- Margot and Bill Winspear Opera House, designed by Foster + Partners of London, is a stunning 2,200 seat venue wrapped in red glass with outstanding acoustic performance halls.
- Dee and Charles Wyly Theatre, a 575-seat theatre with a distinctive aluminum exterior, is home to one of the most versatile stages in the world designed by REX/OMA, Joshua Prince-Ramus (partner in charge) and Rem Koolhaas.
- Elaine D. and Charles A. Sammons Park, an urban park designed by Michel Desvigne with native plants and grasses, landscaped lawns, performance spaces, a reflecting pool, and an Information Center by Foster + Partners.
- Annette Strauss Square, an open-air entertainment venue with lawn and patio seating for 2,000 designed by Foster + Partners, under a starlit sky and surrounded by the downtown skyline.

For more information on the AT&T Performing Arts Center, to become a member, or to make a donation, visit www.attpac.org.