

## Venue Coordinator

The Cable Center, located in Denver, Colorado, is seeking an exceptional candidate for the position of Venue Coordinator. The Venue Coordinator serves as the first point of contact for clients and guests to The Cable Center, playing a leading role in fulfilling the center's "First Impressions" philosophy. This position is responsible for creating a memorable, positive, and personalized client experience for guests, employees, and most importantly booked and future clients by supporting the event center in its day-to-day administrative of the front desk and event coordination of The Cable Center's clients and its events. The hours for this position are 7:30 a.m. to 4:30 p.m. and reports to the Manager of Events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Assist the Manager of Events in facilitating on-site management for events, ensuring the facility is clean, appropriately set, event staffing, parking and security are in place.
- Serve as a liaison to external vendors and preferred caterers, providing information, coordinating event logistics and adherence to The Cable Center's in-house policies.
- Under the direction of the Manager of Events, partner closely with booked clients on day-of event logistics including floorplans, set-up, timelines, points of contact, client accommodations, insurance, vendor information, and clean-up/check out responsibilities.
- Answer leads in a timely manner, being the first point of contact for future clients. Schedule site visits and hosting tours of the Great Hall and Mezzanine.
- Maintaining CRM lists for The Cable Center and scheduling emails and postings for upcoming Open Houses and Special Events. Working with our Marketing Department to showcase the Center as a top event venue in Denver.
- Establishes and maintains appropriate electronic and hard copy files for Events Dept.
- Full management of The Cable Center's front desk. Ensuring its cleanliness, answering the phone, check in visitors, maintaining security, and assisting guests upon arrival. Responsible of locking and unlocking the building for normal daily operations.
- Works with the support staff to coordinate incoming and outgoing mail, FedEx, and UPS package delivery.
- In partnership with the Manager of Events, maintaining and posting weekly events calendar.

## QUALIFICATIONS

- 2+ years in event coordination preferred, specifically in an event venue or catering.
- Outstanding attendance and punctuality required to perform the essential job functions.
- Ability to accommodate a start time of 7:30 A.M.
- Superior customer service skills and a professional appearance.
- Pleasant and professional phone manner and positive attitude.
- Calm under pressure demeanor with the ability to work with all types of personalities.
- High level of both administrative and interpersonal professionalism.
- Must take an active interest in the mission of The Cable Center.
- Must take a proactive interest in assisting the Manager of Events in successful events and budgeting goals.
- Must have good computer skills on a PC-based system.
- Microsoft Outlook, Microsoft Word, and strong Microsoft Excel skills are required.
- Knowledge of Gather and Social Tables preferred.
- Excellent communication skills (written and verbal), grammar, and reasoning skills.
- Must be a good listener who is articulate, polite, and courteous.
- Must be a team player with other office staff.
- Ability to effectively multitask and prioritize.
- Attention to detail, mature judgment, and follow-up skills.
- Ability to work independently as well as in a team environment.

- Must be a self-starter with a pride of ownership.
- Ability to function in a stressful environment and respond in a calm, professional manner.
- Ability to utilize office equipment (i.e. copier, fax, postal meter, etc.)
- Ability to handle confidential and sensitive information.

**EDUCATION and/or EXPERIENCE**

Associates Degree (A.A.) or equivalent from two-year College or business/technical school; or 3-4 years of combined education and experience.

**SALARY/BENEFITS**

The Venue Coordinator position is a Full-Time, Non-Exempt position with a generous benefit package that includes medical, dental, vision, life, disability, and 403(b) plan, including a 5% employer contribution beginning after 1 year of service. Four weeks of PTO are accrued during first year. Salary is commensurate with experience.

**TO APPLY**

Please submit your resume and cover letter by emailing them to [Hiring@CableCenter.org](mailto:Hiring@CableCenter.org) with "Venue Coordinator" in the subject line. Please include salary requirements in your cover letter. Incomplete submissions will be rejected.