

EVENT COORDINATOR

EXPLORE ST. LOUIS

AMERICA'S CENTER COMPLEX (St. Louis, MO)

Explore St. Louis is the sales and marketing organization responsible for selling and promoting St. Louis as a convention, meeting site, and leisure travel destination. Explore St. Louis manages and operates the America's Center Complex which includes the Cervantes Convention Center, the Dome at America's Center, the Ferrara Theatre, and the St. Louis Executive Conference Center.

Explore St. Louis is seeking an Event Coordinator to work with convention groups and act as a liaison between clients and facility departments to manage events held in the convention center and Dome at America's Center. This position reports directly to the Director of Event Management. Some Essential Duties and Responsibilities of this position include the following:

- Conduct site visits and tours for contracted clients and ancillary service contractors.
- Review contract forms and service needs as requested by the customer.
- Gather, analyze and input all details regarding the event with the ultimate goal of producing Event Specs which are used by the facility team to execute the event.
- Conduct pre-event meetings.
- Act as "Manager on Duty" during facility events.
- Work with clients during events to investigate conditions and prevent potential issues.
- Work with client and facility departments during events to ensure that events run smoothly from the perspective of the client, the facility, and the public.
- Must be able to work a flexible schedule to include nights, weekends, and holidays.

The ideal candidate will have a minimum of either 2 years of college coursework within a hospitality program, 2-year associates degree from a college/university or a minimum of 2 years' experience within a high-volume public assembly facility (convention center, stadium, or arena) or hotel. Ability to formulate, apply and execute detailed planning is mandatory. Must possess excellent customer service and multi-tasking skills, plus strong attention to detail. Strong written and verbal communication skills. Computer knowledge is essential in word processing, spreadsheet applications and databases. Experience with AutoCAD or equivalent drawing programs and experience with Event Booking/Venue Ops is beneficial. Knowledge of the hospitality/convention/entertainment & sports industry is ideal.

Apply on our URL at <https://explorestlouis.com/job-opportunities-internships/> or email a resume and cover letter to jobs@explorestlouis.com . Please include your cover letter and resume when applying online. NO PHONE CALLS! EOE.

Explore St. Louis has a mandated COVID-19 vaccination policy for all employees. Pre-employment testing includes drug screening and a criminal background check. Applicants must be United States citizens or legal residents of the United States.

Diversity, Equity & Inclusion Statement: Explore St. Louis values diversity and we are committed to creating an inclusive environment for all employees. All employment decisions are based on business needs, job requirements and individual qualifications, without regard to race, color, religion, sex, pregnancy, age, national origin, physical or mental disability, past or present military service, marital status, gender identification or expression, medical condition or any other protected characteristic as established by law.