



Connecting People to  
**Production**

## JOB DESCRIPTION

Job Title: Event Services Project Coordinator  
Department: Event Services  
Last revision date: 05/05/22

### ***SUMMARY***

This is an office support position responsible for continual advancement and growth of the event services department while continuing the high level of service that existing clients have come to expect from HB.

Event coordinators ensure that all aspects of an event are organized, planned and carried out. HB is looking for an Event Coordinator in Grand Forks, ND, who will help organize events and oversee particular tasks throughout the event planning process. This position may be open to discussing a 30 hour work week.

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

Including, but not limited to the following:

- Communicate well in both verbal and written communication
- Pay proper attention to every detail of the event
- Have excellent organizational skills
- Customize event requirements as per the clients
- Able to multitask in the best possible way
- Pay careful attention to detail
- Have basic knowledge about planning the event
- Handle stress and remain calm
- Problem-solving ability
- Establish and maintain relationships with vendors and venues
- Manage events and address potential problems that may arise

## **QUALIFICATIONS**

- High school degree or equivalent is mandatory
- Excellent communication and exceptional written and verbal skills are required
- Excellent organizational skills
- Computer skills
- Must be able to set and attain goals to strengthen and expand business
- Ability to multitask efficiently
- Must maintain a valid driver's license
- Must be able to pass a criminal background check

## **EDUCATION and/or EXPERIENCE**

Experience in the entertainment industry would be helpful.

## **LANGUAGE SKILLS**

The candidate must have excellent interpersonal, telephone and written communication skills. Able to convey ideas and goals to employees, supervisors and department heads within and outside of the division. He/she must have excellent customer service communication skills to explain technical topics to clients who may or may not have the technical expertise to understand the designed package.

## **MATHEMATICAL SKILLS**

The candidate must be able to calculate discounts, mileage rates, and percentages; sometimes, required to figure rough bid numbers.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have and maintain a valid driver's license with a clean driving record.

## **PHYSICAL DEMANDS**

The physical demands of this position are light and in an office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.