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## USS MISSOURI MEMORIAL ASSOCIATION POSITION DESCRIPTION

**Position Title:** Event Coordinator

**Reports to:** Director of Events

**Department:** Events

**Primary responsibilities:** The Events Coordinator is responsible for assisting the Events Director and Manager with all aspects of Battleship Missouri event planning and execution, including, but not limited to, revenue-generating events, ceremonies, memorials and productions. May also assist with Signature events. The Event Coordinator must be able to coordinate all details of events with professionalism and diplomacy.

**Must haves:**

Strong organizational skills and attention to detail  
Ability to prioritize workload with minimal supervision  
Great customer service skills  
Outgoing personality and enjoy working with the public

**Primary duties:**

1. Coordinate all revenue event details (in conjunction with Event Manager) including access and scheduling for client and vendors and maintaining operations sheets
2. Coordinate all non-revenue event details (in conjunction with Event Manager) including guest, volunteer and vendor operations (Invitations, RSVPs, Inquiries, Seating, Parking, Access, Scheduling)
3. Expedite and disseminate event information through contracts, invoices, operation sheets, access forms, proposals, schedules, and reservation system to appropriate departments as well as to clients and vendors.
4. Primary onsite contact for event setup days/nights; Secondary onsite contact for events & breakdown days/nights
5. Prepare and maintain department files and reports including, but not limited to, equipment inventory, annual client and vendor agreements, proposals, event files, invoices, accounting reports, photo library, profit and loss statements, and sales kits)
6. Assist Event Manager with preparing proposals, contracts & invoices as needed
7. Additional duties as required by management.

**Working Conditions:**

1/3 of the time is spent in office conditions, 1/3 of the time is spent outdoors on the pier or on the ship in hot conditions, and 1/3 of the time is spent in outdoor weather conditions. The ship is moored in an active United States Navy port and adjacent to an active Air Force base.

**Schedule:** Monday thru Friday 0800 to 1700, some evenings, weekends and holidays (Varies w/event schedule)

**MUST HAVE SKILLS:** Organizational skills and strong attention to detail; must be able to prioritize workload with minimal delegation; must be an effective listener and have a strong tolerance for frustration; and must be able to handle multiple tasks and projects simultaneously.

**COMMUNICATION SKILLS:** Excellent written and verbal communications skills are a must. Must also have the ability to effectively present information and respond to questions clients, customers, and the general public. Must be a clear and effective speaker, have proper telephone etiquette, customer service skills, an outgoing and positive personality and work well with the public. Diplomacy is a must.

**TECHNICAL SKILLS:** Strong computer skills are required, including competency in using Microsoft Outlook, Word, Excel, Access, Publisher and various event management programs. Candidate must excel at all aspects of business math; including calculating discounts, interest, commissions, proportions, percentages, and area.

The Battleship Missouri is located on an active military base, Ford Island, so a current driver's license and reliable transportation are required.

**Physical requirements:**

Position spends over 2/3 of the time talking or hearing. 1/3 to 2/3 of the time is spent standing, walking, sitting and uses hands to finger, handle or feel or working on a computer. Additionally, 1/3 to 2/3 of the time is used to climb, balance, taste, smell and reach with hands and arms. Stooping, kneeling, crouching or crawling may be involved in setting up for an event. Any lifting involved may range from less than 10 pounds and up to 35 pounds. Close vision, distance vision, ability to identify and distinguish colors, peripheral vision, depth perception and the ability to adjust focus is also necessary for the safety of individuals, guests and employees.