



## Town of Merrillville

7820 Broadway  
Merrillville, Indiana 46410  
(219) 769-5711 • Fax (219) 756-6170

**Position:** Event Center Coordinator  
**Department:** Parks & Recreation Department  
**Status:** Part-Time Hourly Position  
**Salary:** up to \$15/Hour

### **DESIRED MINIMUM QUALIFICATIONS:**

#### **EDUCATION AND EXPERIENCE:**

- Must have a high school diploma or equivalent.
- 1 to 2 years of management or experience.
- Equivalent combination of education and experience is acceptable.

#### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must possess a current, valid driver's license.
- Ability to exercise sound judgment and make proper decisions with regard to handling all types of incidents at events.
- Ability to communicate in a clear and concise manner, both orally and in writing.
- Able to conduct themselves in a professional and courteous manner with the public, lessees, and user groups at all times.
- Ability to plan, service, and supervise a variety of events.
- Strong attention to detail and excellent customer service.

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

- Willing to work an irregular schedule, as required, to ensure proper coordination of scheduled events and activities.
- Collaborate with the Event Center Manager on all bookings and rentals.
- Anticipate equipment and other needs for the individual event.
- Check all events to make sure set-ups are completed to the contract.
- Assist clients with A/V equipment when included in terms of the contract.
- Assist in the setup and teardown of tables and chairs before and after events.
- Directing staff and services, and assisting guests to ensure the event runs smoothly.
- Coordinates maintenance needs of the event center with the maintenance staff.
- Address complaints regarding events and handle such situations in a professional and satisfactory manner.
- Ensure the property is maintained in excellent condition.
- Promote a vibrant, unparalleled event experience for the customer.
- Offer recommendations for improvement as needed.
- Other duties may be assigned as deemed necessary.

**SPECIAL REQUIREMENTS:**

- Must be able to pass a background check and drug screening.

**PHYSICAL DEMANDS:**

- Required to walk, stand, reach, climb, balance, stoop, kneel, crouch, and crawl.
- Must be able to lift and/or move up to 50 lbs.

**WORK ENVIRONMENT:**

- Indoor and outdoor work environment.
- Noise level in the work environment is usually moderate, but there will be instances where the noise level is loud to extremely loud.