



HB Sound & Light, Inc. Job Description

Job Title: Event Services Project Coordinator

Department: Event Services

Reports To: Jamie Lunski

Prepared by: Stacy Evens

Last revision date: 07/21/10

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Approved by: Jamie Lunski

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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 HBSL.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Including, but not limited to the following:

- Design and sales of event service packages.
- Provide logistical support for all events and rentals.
- Develop new client accounts and new projects with existing clients.
- Consult with clients to find and provide best option to meet their needs within budget.
- Oversee equipment maintenance and repair.
- Set regular maintenance schedules as needed for major equipment.
- Prepare quotations and proposals for clients.
- Conduct post event meetings with clients and employees to uncover any issues and/or suggest/design improvements.
- Perform cost/benefit analysis and prioritize capital purchases.
- Scheduling of labor for events, and related prep time and unload time.
- Research and report existing and changing market conditions.
- 25% of time, assist company president with projects

SUPERVISORY RESPONSIBILITIES

As needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Organizational skills
- Computer skills for Microsoft Office and various drafting programs
- Must be able to set and attain goals to strengthen and expand business.
- Advanced knowledge in all audio visual systems is preferred. Must be able to design, or learn to design, and produce pack lists for audio, lighting, rigging, staging and video systems individually.

EDUCATION and/or EXPERIENCE

Experience in the entertainment industry is a must. Touring and/or rental house references very 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 'off the top of your head'.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear; and taste or smell. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually mild, but at times may be moderate.