

EVENT AND ON-SITE FACILITY COORDINATOR

APPOINTED BY: Regional Education Director
ACCOUNTABLE TO: Regional Education Director
TERM: 1 Year

Responsibilities:

- Facilitate on-site facility management to ensure successful implementation of regional education events, including contracted arrangements for function space, sleeping rooms, catering services, equipment needs and any special event needs
- Coordinate on-site arrangements for all regional education events
- Communicate with Site and Services Coordinator to review venue contract and determine the venue staff person and contact information with whom you will communicate on-site
- Contact venue staff contact to introduce yourself as the On-Site Event and Facility Coordinator and reconfirm contracted services as outlined in the final contract.
- Coordinate activities with other regional education and administrative staff as appropriate
- Prepare housing and registration information and registration form for distribution to Chorus Presidents/Team Leaders and/or specialized training groups with in input from Regional Education Director and/or appropriate Resource Staff
- Act as registrar for regional education events
- Provide on-site registration check-in area and staff
- Confirm on-site any negotiated services on arrival at event, including catering needs, meeting room set up, and confirm audio visual equipment is arranged for and in place
- Appoint monitors for classrooms
- Confirm hotel master bill in collaboration with Finance Coordinator
- Appoint additional staff as needed
- Meet with members of the Education Resource Staff as requested

Each Resource Staff member is responsible for:

- Maintaining comprehensive records and forwarding materials to her successor
- Training her successor
- Providing budget information to the Regional Education Director
- Contributing to, and implementing her assignments from the Long Range Strategic Plan
- Maintaining contact with other regional and International personnel as appropriate
- Appointing additional staff to assist with the implementation of responsibilities, after consulting with the Regional Education Director
- Submitting a report to the Regional Education Director prior to Regional Executive Committee meetings or updates as requested by the Regional Education Director

Position Expectations:

- Strong organizational skills
- Strong verbal and written communication skills

- Ability to work independently and within groups
- Problem-solving and decision making skills
- Some experience in working with educational needs of our members
- Ability to manage moderate stress in meeting deadlines and working with varying personalities
- Ability to attend regional events; some travel expected