



Job Title: Event Supervisor
Reports To: Holthus Convention Center Director

Summary The Convention Center Event Supervisor is responsible for assisting with preparation and supervision of convention center events. Responsibilities will include greeting guests upon arrival, answering calls, assisting with client questions/tours, assisting with event scheduling, preparation and supervision, along with pre and post event setup/cleanup and other administrative tasks as assigned.

Essential Duties and Responsibilities

- Assist with the scheduling of events and communicating with representatives of various business organizations, community groups, and individuals, regarding facility accommodations and services for conventions, trade shows, weddings, stage productions, banquets and special events.
- Occasionally serve as the on-site supervisor of events occurring on weeknights and on weekends
- Provide necessary facility support and services to successfully stage and accommodate events including the setup of tables, chairs, linens, staging, audiovisual and additional equipment/supplies as needed.
- Assist in communication with representatives of various business organizations, community groups, and individuals, regarding facility accommodations and services for conventions, trade shows, weddings, stage productions, banquets and special events.
- Work closely with clients to ensure a high level of customer service and to provide consistent and timely delivery of all services, facility tours and to finalize all arrangements for events.
- Effectively communicate with clients in a friendly and positive manner in an effort to meet/exceed needs and resolve any and all complaints/issues that may arise.
- Normal working hours would be M-F 10am to 2pm, with some days varying based on the event schedule. Will require flexibility to work evenings and weekends if needed.

General Skills

- Excellent organizational and planning skills
- Exceptional attention to detail
- Excellent verbal communication skills
- Open-minded, flexible and enthusiastic personality
- Ability to prioritize multiple projects and work under pressure
- Demonstrate problem-solving and communication skills
- Professional presentation, appearance and work ethic
- Proficient in Excel, Outlook and Word
- Must be able to exert up to 50 lbs. occasionally and/or 25 lbs. frequently

Required Education/Experience

- 3 to 5 years of work experience
- Strong customer/client service skills and a strong work ethic
- Flexible schedule with varying hours between weekdays, evenings and weekends
- Must be willing to work late nights if needed