

Event Coordinator Job Description

Division:	Cal Performances
Department:	Artistic Planning
Title Code:	006291
Job Type::	Per Diem
Classification:	Events Specialist 1
Working Title:	Event Coordinator
Working Hours:	Hourly, including Nights & Weekends; pay range \$26.92 to \$36.21

Introduction:

Cal Performances presents a wide range of the finest performances from around the world, fostering a vibrant artistic community and providing distinctive experiences through the performing arts. With its primary home at Zellerbach Hall, Cal Performances also presents in Hertz Hall, Zellerbach Playhouse, The Greek Theatre and other off-site venues. In addition to a dynamic presented season, Cal Performances also runs an extensive rental program of Zellerbach Auditorium, Zellerbach Playhouse, The Greek Theatre and Wheeler Auditorium.

Cal Performances presenting season comprises over 80 performances per season in music, dance, and theater aligns with UC Berkeley's academic calendar and runs from late September to early May. The rental program of over 150 events per season happens year round. The Event Coordinator works primarily in Zellerbach Hall but also in other venues on performance/event days with some additional in-office preparation time each week. Please note that this position will be based on UC Berkeley's campus and will be considered hybrid with the expectation to be on campus as needed for events. In addition, this position will require working evenings and weekends.

The **Event Coordinator** provides essential support to Event Managers, a roster of international artists appearing with Cal Performances as well as the Rental Business Manager and our rental clients. You will work directly with Cal Performances' programming and production teams. This position reports to the Chief Programming Officer who schedules event staff (Event Managers and Event Coordinators) to work a portfolio of events and could also work closely with the Artistic Administrator or Rental Business Manager and Director of Production. The make-up of the event staff includes two full time Event Managers; several per diem Event Coordinators and several part-time student Production Assistants.

Responsibilities

- On all assigned shifts, the Event Coordinator will exercise good judgment and discretion under the general supervision of the Event Manager or Rental Business Manager.
- Organize and maintain artist/client services area of Zellerbach Hall and other Cal Performances venues
- Negotiate solutions to issues and problems that may arise during the run of an event with discretion and good judgement. Coordinate with the Chief Programming Officer as appropriate to provide the highest level of support to visiting artists/clients within the limit of the available resources.
- Serve as an ambassador for Cal Performances when interacting with rental clients, artists, artist managers, other presenters, external partners, and audiences in person and by phone, email, or other communications.
- Greet Artists or Clients upon arrival to hand out dressing room assignments and generally orient guest artists or clients in our spaces as needed.

- Execute plans to deliver accessibility services including a haptic tour and audio description services.
- Coordinate the timely start of each assigned performance/event by communicating with the House Manager, production crew and company representative as appropriate.
- Make pre-show announcements to the audience as needed.
- Provide a written production report after close of the event detailing problems that arose and how they were resolved, notes for future reference, vendor notes, crew notes, facility notes, and comprehensive financial data.
- Attend operations and production meetings as needed to provide detailed information on upcoming events and reports from immediate past events.
- Assist Event Managers with inventory and organization of hospitality supplies and room
- Oversee part-time student Production Assistants during assigned shifts

Required Qualifications

The ideal individual will have the ability to exercise good judgment in a variety of situations and problem-solve under pressure; will be highly organized and detail-oriented; will have strong written and verbal communication skills; and will have the ability to simultaneously manage multiple priorities and projects.

- Demonstrated success executing live events. Preference will be given to those with experience in the live performing arts.
- Demonstrated commitment to promoting and supporting an environment of diversity and inclusion.
- Ability to work both independently and as part of a team.
- Ability to embrace the service nature of this role.
- Ability to establish priorities, manage shifting priorities, and handle numerous time-sensitive projects with multiple deadlines.
- Ability to work flexible hours - including nights and weekends.
- Demonstrated creativity, problem solving skills, taking initiative, judgment, and decision-making skills.
- Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness and discretion.
- Excellent interpersonal, communication, time management, and customer service skills.
- Must be well organized and detail oriented.
- Knowledge of Microsoft Office suite and other online documents, such as Google Docs.
- Ability to learn new computer systems and software quickly.
- Ability to interact and successfully collaborate with a broad spectrum of contributing groups and customers.
- Ability to be on your feet for long periods of time.

Salary & Benefits

The budgeted hourly range that the University reasonably expects to pay for this position is \$26.92 to \$36.21