

Event & Rental Coordinator

Company Overview

Station5ONE is an Event Operator for Basketball and Volleyball Tournaments Leagues Camps Clinics and Showcases. Hosting over 100 events per year, we specialize in premium experience for teams and players at all levels of competition.

Job Summary

This is a position that is tasked with the booking, planning, and coordinating of all Station5One tournaments, parties, and special events. The successful candidate will take on a key leadership role in a dynamic and fast-paced hospitality company. You will lead our events department and work closely with our leadership team. The role provides an opportunity to grow and develop in an organization with a mission that has real positive social impact, in addition to aggressive business goals. Creative work environment. This place is packed with energy, creativity, and outbursts of hilarity. We also settle in and get a lot done in an open and collaborative, but focused environment.

Hours of Operation

NOT SPECIFIED

Responsibilities & Duties

Identify qualifying business potential, closing business, overcoming objections, negotiating, upselling, and understanding the client's needs.

Promptly respond, manage, and maintain communication of all event inquiries with potential clients.

Develop new client relationships and strengthen existing partnerships.

Handle contracts, negotiations, create invoices with deposits and final payment of events including account reconciliations as needed.

Work with management team to ensure proper scheduling of staff for events.

Ensure private events are conducted successfully by being present for events.

Uphold high standards of professionalism and communication.

Qualifications & Skills

Previous event coordination experience.

Excellent management and supervisory skills.

Excellent written and verbal communication skills.

Excellent organizational and time management skills.

Excellent verbal and written communication skills.

Knowledge of Hospitality and Events.

Ability to work under tight deadlines and prioritize responsibilities.

Bachelor's Degree Required. Preferred Experience of 3 years or more with event supervision.

Job Type: Part-time

Pay: Commission

TO APPLY, PLEASE SEND A RESUME, A COVER LETTER, AND ALL CREDENTIALS.

info@station5one.com or call - 309-660-4854 with any questions.