



## **Event Center Coordinator**

### **Greater Nashville Technology Council**

#### **POSITION**

The Event Center Coordinator will report to the Chief of Staff and is responsible for ensuring smooth operation of [Tech Hill Commons](#) (THC). Located in the Nolensville Corridor and near the rapidly developing Wedgewood-Houston neighborhood, THC includes more than 9,500 square feet of event space, including two conference rooms, two configurable classrooms, and an event center.

#### **RESPONSIBILITIES**

- Manage relationships with customers and prospective customers
- Manage marketing and advertising of THC to drive consistent usage
- Manage contracts and vendor relations for all vendor partners
- Ensure all event details are collected and recorded in the scheduling system
- Manage monthly and quarterly THC budgets to assure profitability projections are met
- Report on weekly, monthly and quarterly metrics
- Ensure THC presentable and ready for use at all times
- Work with NTC staff to ensure THC is staffed during all normal business hours and during all events
- Manage replenishment of all required supplies
- Work with other NTC staff and seek out other areas where assistance may be needed
- Be present on site during all normal business hours
- Work on any other projects assigned by the Chief of Staff or CEO

#### **KEY QUALIFICATIONS**

As a prerequisite, the successful candidate must believe in the core values of NTC and be driven by its mission. Additional requirements include:

Results—proven track record of exceeding goals and a bottom-line orientation; evidence of the ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment; problem solving, project management, and creative resourcefulness. Must have excellent customer service skills and the ability to prioritize the needs of clients from multiple simultaneously occurring events

Strategic Vision and Agility—ability to think strategically, anticipate future consequences and trends, and incorporate them into an organizational plan

Project Management—knowledge of project management techniques and tools; proven experience in people management, strategic planning, risk management, and change management

Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation

Solid educational background—undergraduate degree or equivalent experience

### **KEY COMPETENCIES**

- Critical thinking and problem-solving skills
- Planning and organizing
- Decision-making
- Communication skills
- Influencing and leading
- Delegation
- Team work
- Negotiation
- Conflict management
- Adaptability
- Customer service skills
- Strategic prospecting skills
- Time management
- Networking skills
- Stress tolerance

### **COMPENSATION PACKAGE**

- Full-time, exempt position based in Nashville, TN
- Positive and fun work environment and an opportunity to grow professionally
- Competitive nonprofit salary commensurate with experience
- Comprehensive benefits package: 401k, health, dental, vision, life insurance
- Generous paid time off and holiday leave