

JOB POSTING

Job Opening Date: July 12, 2018

Job Closing Date: When position is filled

Job Title: Event Operations Coordinator (2)

Department: Metro Events

Job Location: San Francisco, Calif.

Contact: Human Resources

Metro Events is looking for an energetic, detail-oriented and motivated Event Operations Coordinator to join our growing team. We are seeking someone who is ready to dive into the event industry and assist our events team with operating events at our unique waterfront event spaces. The Events Operation Coordinator must be able to multi-task and think on their feet to keep up with our face-paced and ever changing industry.

Metro Events manages events at Pier 27, Pier 29 and Pier 35, located along San Francisco's beautiful waterfront.

Opened in 2014, state-of-the-art Pier 27 boasts panoramic views of the entire San Francisco Bay, the spectacular Bay Bridge, the City skyline and Coit Tower. The terminal can host approximately 3,000 guests with over 50,000 square feet of event space on two levels, an open floor plan, high ceilings, and ample guest parking.

Located next to Pier 27, Pier 29 offers 67,500 square feet of event space on a single level with unlimited options. Look up to see white-painted beams and exposed pipes. Look down to see asphalt floors ready to be dressed or left fashionably bare.

Historic Pier 35 dates back nearly 100 years and offers a vintage venue with graceful period touches, such as wood-beamed ceilings. With 90,000 square feet of event space, a prime location next to Fishermen's Wharf, and striking views of Alcatraz and Treasure Island, Pier 35 provides guests with an exceptional experience of old San Francisco.

Responsibilities:

- Lead communication with client post contract.
- Assist and advise clients with floor plans and permits in conjunction with the San Francisco Port Fire Marshal, Building Inspector and other miscellaneous permits required.
- Conduct client and vendor site visits.
- Work on-site during events as the Venue Manager to coordinate with clients, vendors, and terminal staff.
- Ensures that client and vendors adhere to venue policies and procedures.
- Coordinate terminal setup and breakdown schedule with terminal manager and Metro Cruise in conjunction with events.
- Create and manage staff scheduling and invoices for ancillary venue services such as janitorial, security, Recology, bandwidth/WiFi, street sweeping, etc.
- Work closely with Metro Event's exclusive AV and Wifi vendors.
- Create and update client estimates, contracts, and invoices.
- Track client information in Dynamic 365 Database.

Direct Reports

- On Call event coordinators
- Event Janitorial Staff
- Event Security Staff

Requirements:

- Flexible schedule to be able to work nights and weekends.
- A minimum of 2-years event experience in the San Francisco Bay Area is preferred, venue management is a plus.
- Proficient with Word, Excel, Outlook and Dynamics 365.
- Experience with a CRM system.
- Proficient writing and communication skills.
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.

Please email resumes to hrdept@metroports.com