

## Donelson Hermitage Chamber of Commerce JOB DESCRIPTION

<b>Job Title:</b>	Event Coordinator
<b>Company:</b>	Donelson Hermitage Chamber of Commerce
<b>Reports To:</b>	Executive Director
<b>Job Description Date:</b>	February 5, 2025

**Purpose:**  
The Event Coordinator will plan, organize, coordinate, and direct special Chamber events reporting to the Executive Director of the Donelson Hermitage Chamber of Commerce.

**Responsibilities:**

1.	Act as a liaison between the Chamber and vendors, venues, speakers, entertainment, and other outside sources
2.	Work with the Executive Director to ensure successful complete on of events
3.	Research and present options to Executive Director and Committee Chair for venues, catering, entertainment, guest speakers, a/v companies and various vendors
4.	Manage communications with event vendors and participants. Collect pertinent documents and maintain in database.
5.	Run errands for supplies, decorations, and other event related items
6.	Monitor and work within event budget
7.	Maintain all event records
8.	Manage event set up, teardown and follow up process
9.	Prepare a detailed report including income and expense for each event
10.	Perform other duties as requested

**Skills:**

<ul style="list-style-type: none"> <li>• Strong written and verbal communication skills with ability to deliver clear, concise information to individuals and large groups</li> <li>• Strong people skills and ability to maintain strong relationships</li> <li>• Excellent analytical and problem-solving ability</li> <li>• Team management and leadership skills</li> <li>• Ability to excel under stress while maintaining customer-service mindset</li> <li>• Ability to remain organized while multitasking</li> <li>• Ability to manage time effectively</li> <li>• Must show attention to detail</li> </ul>
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**Job Qualifications:**

<b>Required</b>	Must have a valid Tennessee Driver's License and personal insurance.
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Two to three years of experience or the equivalent in event planning, tracking expenses and vendor relations.</li> <li>• Proficient in the following necessary: MS Word, and Excel.</li> <li>• Other areas of expertise that are a plus: stage management, general a/v knowledge; event timeline planning and event scripting.</li> </ul>

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<b>Physical Requirements:</b>	
Frequently stand, walk, and sit for prolonged periods of time. Occasionally lift and carry up to fifty pounds. Frequently move from office to vehicle to obtain event collateral. Constantly read and communicate information for planned events. Must be able to exchange accurate information.	
<b>Benefits:</b>	Contract position: \$19.23 an hour
	Flexible hours; Hybrid work from office/home/event site

*While this job description is intended to be an accurate reflection of the requirements of the job, management reserves the right to add or remove duties from jobs when business needs dictates.*