

Zenia Omaha

Venue Coordinator – Job Description

Part-time Role

Zenia Omaha is seeking a fun, energetic individual to represent Zenia Omaha as the Venue Coordinator. This position is the primary on-site venue contact for the client and partners involved in producing an event at our new event facility. As a Venue Coordinator, you will be the on-site face of our organization offering warm hospitality and building a teamwork environment with our clients and partners. You will represent our building and ensure the building is respected and cared for. You will be answering questions and problem solving with the team of partners to ensure our venue is represented in the best possible light. We are looking for someone who can think outside of the box to solve potential problems and deliver a successful event to our guests. This position will report to the Customer Experience Manager and act as their “eyes and ears” on the events that take place in our venue.

Role Responsibilities

Essential functions of the role include, but are not limited to the following:

Event Logistics

40% of time

- Review existing layout, make sure it matches event orders provided
- Walk through the venue ensure all public areas and clean and tidy
- Prepare and review end of night closing check list
- Fill out shift change form with any information pertinent for the evening shift
- Have a briefing meeting with early shift, introduction to client and caterer
- Review room setup and ensure catering/bartending standards are being met
- Briefing with on-site security
- Walk through public areas, pick up loose trash and scraps, check and restock restrooms with supplies
- Review end of night checklist with caterer and beverage company
- Walk through and review the closing check list for the event space at the end of the evening with the catering partner

Client and Partner Services

40% of time

- Final checks at the day of the event to ensure everything meets standards
- Offer a warm welcome to clients and partner
- Meet and/or work with the on-site cater to ensure they know our expectations of cleanliness and service
- Receive vendors as they arrive, represent the facility, answer questions
- Contact vendors who are behind schedule to ensure they are arriving
- Check in periodically with client

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Problem Solving

20% of time

- Overseeing event happenings and acting quickly to resolve problems
- Monitoring the schedule as the event continues and adjust accordingly
- Communicate issues with Customer Experience Manager

Skills, Knowledge, and Experience:

Strong background in event coordination (2-3 years)
Excellent verbal communication skills
Strong organizational skills
Problem-solving and decision-making
Flexibility and adaptability
Exceptional time management skills
Interpersonal skills and teamwork
Detail-oriented

Talent

Behaves in a way that is consistent with the mission, vision, and values of Zeni Omaha and supports the ongoing development of the organization's culture.

Executing

- Balances attention to detail and swift execution with many priorities shifting
- Solid work ethic, self-starter, and result-oriented
- Responsible and a high degree of ownership
- Effectively managing a multitude of work responsibilities
- Organized with a plan and works the plan for effective outcomes

Influencing

- Proactive in a calm, present manner
- Partners with others to create a solution

Relationships Building

- Connects easily with all types of people
- Natural ability to develop trusting relationships
- Enjoys collaborating with partners
- Good listener



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Thinking

- Ability to think on your feet and come up with various options quickly
- Sees patterns and trends in concepts quickly
- Natural problem solver with business mind

Work Environment

- Hours worked: mornings, late evenings, predominately Friday and Saturday. As needed position. No guaranteed number of hours worked
- Shift work: Saturday mornings – 10am-6pm. Saturday evenings 4pm-Midnight. Some weekday/evenings may be possible
- Willing to work flexible work hours based on business needs

Physical Requirements

- Must be able to lift 30 lbs with arms
- Stand and walk for a length of time
- Must be able to visually assess a room, set up, cleanliness and other visuals.
- You will be provided with a Zenia shirt. Black slacks/pants, comfortable shoes

Wage: Hourly wage is \$20/hour

Employer Statement: Zenia Omaha is an equal opportunity employer. We value and respect each persons’ individuality and unique talents. It is the strength of our people and our guiding principle that have contributed to Zenia Omaha’s leadership and success in the luxury event category.

ACKNOWLEDGEMENT	
Employee (please print) _____	
Signature _____	Date: _____
Manager Signature _____	Date: _____