POSITION: EVENT COORDINATOR

EVENT: RECO SYMPOSIUM

DATE: APRIL 11 – 14, 2016

LOCATION: OMNI CNN CENTER ATLANTA

DESCRIPTION:
This position reports to the Event Manager. They will be the key liaison between the volunteer team, hotel staff and event decorator. This is a temporary position for the duration of the event only. The schedule requires the individual to be onsite for four days. The position includes manual labor (breaking down pallets, helping with set up). This is an entry level position ideal for anyone with an interest in event planning looking to get gain insight into onsite event management.

SKILLS REQUIRED:
Ability to stand for long periods.
Ability to work long hours.
Ability to give instruction.
Ability to delegate.
Ability to problem solve.
Pleasant disposition (no whiners)
Knowledge of basic event coordination a plus

ADDITIONAL INFO:
Do you like coffee? Do you LOVE coffee? Then this is your gig. The Specialty Coffee Association of America is having its annual expo in Atlanta, April 15-17, 2016. This event, Re:co Symposium, is a high-level TED style conference that happens the two days prior. It is a series of talks, specialty coffee service and sensory activities for 450 senior level coffee professionals. The Event Coordinator will be onsite to assist with execution of all activities, including set up, dinner coordination, trouble shooting during the event and basically act as the right hand man (or woman) to the Event Manager. The hours are long and it is imperative that the coordinator is on time and available to work late. The schedule is roughly as follows:

Monday April 11 – 9:00 – 5:00
Tuesday April 12 – 8:00 am – 8:00 pm
Wednesday April 13 – 6:00 am – 8:00 pm
Thursday April 14 – 7:00 am – 7:00 pm

Perks: you get your fill of all the great coffee. You have access to the trade show and all the ancillary activities after the Symposium ends.