



Job Title	Coordinator, Event Services & Hospitality Management
Reports To	Sr. Manager, Sponsorship Integration

Job Purpose

The Event Services & Hospitality Management Coordinator assists with overall event production and client management through managing programs, event services/hospitality, tracking/fulfilling assets, and assisting in business development throughout different areas of Hospitality.

This role has a good understanding of Hospitality methodology and reports directly to the Sr. Manager, Sponsorship Integration.

Full-Time ☒

Non-Exempt ☒

Duties and Responsibilities

Hospitality Management

- Manage task(s) set forth by Sr. Manager, Sponsorship Integration in collaboration and creation of sponsor activations. This includes managing the day-to-day task(s) leading up to events and day of coordination of:
 - Marathon: ChiTown Welcome Reception, Finish Line Lounge, Skyline Hospitality, VIP Runner Program, Start Stage, Employee Volunteer, Champions Reception
 - Shamrock: Buckingham, Start Stage
 - Half: Food truck coordination
- Coordination of hospitality ticketing elements
 - Assignment, distribution, and redemption of tickets
 - Design of tickets
- Coordination of the Chicago Marathon Experience Program
- Assist with planning of Event Preparation Meeting
 - Determine desired date and time
 - Secure venue
 - Collaborate with Operations Team to ensure delivery of items from warehouse
 - Assign breakout rooms for each group
 - Order and manage catering
- Assist with planning of Appreciation Reception
 - Work with sponsorship on location
 - Determine preferred date with venue
 - Ensure delivery of beer and other sponsor product

- Recommend menu

Airline bookings/Event travel

- Request and manage staff and athlete travel requirements
- Obtain invoice from individuals booking own travel
- Provide confirmations and travel itineraries to staff and athletes
- Allocate cost for each booking to appropriate Business Unit
- Receive and manage staff travel requirements for outside events
- Book hotel reservations adjacent to airline travel
- Reserve rental car if needed
- Create itineraries for each traveler

Qualifications/ Requirements

- Passion for event production or endurance sports/industry
- Strong work ethic: standards of integrity and credibility, demonstrates accountability in work product
- Ability to work within a deadline-driven environment and manage multiple complex tasks
- Proven ability to build consensus and work effectively within a cross-departmental team, eagerness, and willingness to work united as a team
- Excellent communication skills
- Strong planning, organizational and follow up skills
- Excellent people and process management skills
- Strong interpersonal and customer service skills
- Excellent time management skills
- Excellent analytical and research skills
- Detail oriented
- Ability to multi-task
- Proficient with Microsoft Office, Adobe Illustrator, Adobe InDesign, Photoshop, working with databases, and other related office project management software
- Ability to travel as required (5-10%)

Education/Experience

- College degree in hospitality management, administration or related field
- Previous experience in and office setting and with corporate card administration
- Experience at working both independently and in a team-oriented, collaborative environment
- 1-2 years of travel booking experience booking both domestic and international travel
- 1-2 years group travel experience, both domestic and international
- Extensive experience with booking and managing high-level executive travel, both domestic and international

Expected Work Schedule

- 40 hours/week distributed Monday – Friday, with periodic weekend events.
- Staff work in-person at the Chicago Event Management office in Chicago, IL, with the opportunity to work remotely up to 2 days a week as discussed and agreed upon with direct Manager. Company policies are subject to change as set forth in the Company handbook.
- During the weeks preceding an event, anticipated hours are 40+ and will be established in advance based upon event need.

Working Conditions/Physical Requirements

- Moderate walking, standing, prolonged sitting, bending, kneeling, and reaching.
- Work is performed primarily in an office setting but may also include on-site work at event or in warehouse spaces
- The employee must occasionally lift and/or move up to 25 pounds

Approved by: <i>Signature & Title</i>		
Date approved:		
Employee Acknowledgement:		

updated February 24, 2022