



16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

POSITION:	Event Coordinator
STATUS:	Exempt
ORGANIZATION:	16 Tech Community Corporation
REPORTS TO:	Events Director, 16 Tech Community Corporation

ORGANIZATION OVERVIEW

16 Tech Community Corporation, Inc. is the 501c3 leading the physical and programmatic development of the 16 Tech Innovation District. 16 Tech is Indy's Innovation District, a 50-acre live-work-innovate community located in downtown Indianapolis is dedicated to world-changing innovation and economic opportunity.

16 Tech Community Corporation is focused on four distinct areas of work:

- **Placemaking:** Oversee the physical development of the district
- **Marketing:** Attract companies, teams, and talent
- **Programming and culture:** Curate services and programs to foster innovate and create an inclusive culture
- **Community Initiatives:** Engage with and contribute meaningfully to our neighboring communities

16 Tech Community Corp is a proud equal opportunity employer committed to an inclusive work environment and to building a team that reflects the rich diversity of our community. People of color, people with disabilities, and people of diverse sexual orientations, gender expressions, and identities are encouraged to apply.

POSITION OVERVIEW

The 16 Tech Event Coordinator will play an active and vital role on 16 Tech Community Corporation events team.

The Event Coordinator primary responsibilities will be in the 16 Tech District's AMP Food Hall, Office Space, Machyne and any upcoming developments. The 16 Tech Event Coordinator will help plan, execute small, medium to large public and private events, coordinate with key stakeholders as well as assist in facilitating logistics of district-wide events. Types of events include, corporate meetings, community gatherings, presentations, weddings parties, festivals, markets, fundraisers, holiday events and concerts. The Event Coordinator will assist in implementing new processes within a new and growing department.

The 16 Tech Event Coordinator will:

- Plan and execute small to medium public and private events for clients who express interest in holding an event in the district in accordance with financial and time restraints
- Assist with the execution of large events
- Converse with multiple external prospects and clients to understand needs for events
- Articulate event needs to all internal necessary parties to ensure event runs smoothly
- Work on multiple events at a time, managing multiple spaces
- Become well versed in the venue management platform that the events department utilizes
- Assist with general event set up, including equipment and supplies
- Manage and update internal calendar, and relay necessary information to the 16 Tech Team and pull in necessary players from team
- Communicate event specifics to 16 Tech Marketing team
- Help support 16 Tech tours and onsite events
- Various administrative duties

The ideal candidate will:

- Demonstrate interest in weddings, public, for-profit and not-for-profit events
- Have a passion for hospitality and serving client needs exceeding client expectations
- Be a natural self-starter with a desire to learn and grow with every project

QUALIFICATIONS, SKILLS, & ABILITIES

- 1-2 years of experience as event coordinator or similar role
- BA in hospitality management OR 1-2 years of work experience
- Demonstrate a portfolio of successful events
- Ability to work nights and weekends as necessary (comp time included)
- Strong time-management and organizational skills
- Excellent communication skills, both written and verbal
- Critical thinker and problem-solving skills
- High attention to detail and execution
- Maturity to work as part of a small, new team
- Sense of ownership and pride in performance and its impact on organizational success
- Self-driven and goal-oriented, able to work independently and organize own tasks, projects and calendar
- Self-reflective and willing to learn from mistakes and by asking questions
- Ability to remain calm during occasional high-pressure situations

DETAILS

- The event coordinator reports to the 16 Tech Director of Events.
- Hours: 40 hours a week; ability to work nights and weekends

- Compensation: Commensurate with experience and qualifications
- Start date: End of February 2023

To apply for this position, please submit a cover letter, resume and references to careers@16tech.com. Applications will be evaluated on a rolling basis. More information is available at <https://www.16tech.com/>