



## 16 TECH COMMUNITY CORPORATION JOB DESCRIPTION

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

### ORGANIZATION OVERVIEW

The 16 Tech Innovation District is a growing destination for innovation and entrepreneurship and a driver of the tech enablement of the life-sciences and advanced manufacturing industries key to Indiana's economy. Connected to diverse neighborhoods in downtown Indianapolis and intentionally resourced with facilities and programs to foster innovation, 16 Tech is home today to three buildings with 200+ innovation related entities that employ more than 1,000 people. Over the next ten years, 16 Tech is projected to grow to 13 mixed-use buildings and create 3,000+ jobs.

The nonprofit 16 Tech Community Corporation is responsible for the physical and programmatic development of the 16 Tech Innovation District. 16 Tech Community Corporation's mission is to create an inclusive innovation community for Indianapolis, and its role as an entrepreneurial service organization and workforce partner contribute directly to the value proposition of the district. 16 Tech seeks team members who are motivated by and embody its values:

- **Innovation and entrepreneurship:** We believe innovation is vital.
- **Personal Connection:** We believe places bring people together.
- **Inclusivity:** We believe everyone can be an innovator.
- **Collaboration:** We believe collaboration is a winning strategy.
- **Community:** We believe it's important to be good neighbors.

16 Tech Community Corporation 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 Event Coordinator will play an active and vital role supporting the planning and execution of special events. Their primary responsibility will be selling and servicing small to medium-sized public and private events in 16 Tech's HqO Innovation Hub which is home to the AMP food hall,

coworking/meeting space, and the Machyne makerspace. The Event Coordinator will manage external client relationships by managing inbound leads, selling event space and facilitating client communication through site visits and event coordination. Additionally, they will serve as a service lead for 16 Tech key stakeholder and partnership events and provide on-site support for large-scale events.

Events include 16 Tech owned/partnered events and client events including corporate meetings, pitch competitions, presentations, community events, festivals, markets, fundraisers, holiday events and concerts. This position requires availability to work evenings and weekends.

## **ESSENTIAL FUNCTIONS**

### **Event Sales & Services**

- Manage all external inbound leads promptly, including coordinating venue management responses, conducting client site walkthroughs, booking events, and maintaining the events calendar.
- Grow database of leads, maintaining relationships with return clients.
- Work with the Director of Events to facilitate outbound leads for small to medium events.
- Execute small to medium public and private events, providing high-level customer service throughout the entire process—from initial planning to final invoicing.
- Negotiate and execute event contracts, including pricing, catering arrangements, and audiovisual vendor coordination.
- Support logistics and execution of 16 Tech key partnerships and large-scale events under the direction of the Director of Events.
- Assist with general event setup, including equipment and supplies management. Oversee site supervisor and external audiovisual teams as needed.
- Develop and maintain client relationships while collaborating with the Director of Events on outbound leads for small to medium events.
- Support Director of Events in collecting and analyzing market data and pricing information.

### **Client & Internal Communications**

- Serve as point of contact and assist with logistics coordination for all vendors, including bar service, food, audiovisual support, and setup supervision.
- Support relationships with internal stakeholders, space managers, and facility owners. Help enforce event policies, coordinate cross-functionally within 16 Tech, and assist with both indoor and outdoor events. Position requires evening and weekend availability.
- Support event execution and keep the internal team informed of all implications and requests (e.g., speaking roles, tours, media coverage).
- Help maintain the internal event calendar and follow established processes for communicating event details and requirements to the internal team.

## Other

- Support logistics of 16 Tech tours and onsite events.
- Various other administrative duties.

## SKILLS & EXPERIENCE

- Availability to work evenings and weekends (compensatory time provided)
- Exceptional time-management and organizational abilities
- Strong written and verbal communication skills
- Demonstrate interest in public, for-profit, and not-for-profit events
- Have a passion for hospitality and consistently exceeding client expectations
- Demonstrated critical thinking and problem-solving abilities
- Keen attention to detail and follow-through
- Ability to work effectively within a small, growing team
- Strong sense of ownership and understanding of how individual performance impacts organizational success
- Self-motivated and results-driven, with ability to independently manage tasks, projects, and schedule
- Open to feedback and willing to learn from experience
- Ability to maintain composure in high-pressure situations

## QUALIFICATIONS & EDUCATION

- 1-2 years' experience as an event coordinator or in a similar role
- Bachelor's degree in hospitality management or 1-2 years of relevant work experience
- Proven track record of successfully executed events

## BENEFITS

- 100% paid healthcare and dental premiums for both individuals and families.
- Pre-tax and Roth 401(k) Retirement Plan with generous match. 5% contribution by the employer regardless of employee contribution and up to an additional 5% employee voluntary contribution eligible to be matched by the employer.
- Paid Group Life, Short-Term, and Long-Term disability insurance benefits.
- Paid Time Off (PTO), including 17 holidays.
- Free parking

## DETAILS

To apply, please submit application by March 28, 2024. Candidates must start by early May 2025. More information is available at <https://www.16tech.com/>