

JOB DESCRIPTION: Event Coordinator

On-call, Contract position

ABOUT OACC

Mission

Oakland Asian Cultural Center (OACC) builds vibrant communities through Asian and Pacific Islander American (APIA) arts and culture programs that foster intergenerational and cross-cultural dialogue, cultural identity, collaborations, and social justice.

Vision

OACC envisions vibrant, healthy, and just communities where diverse APIA identities and heritages are affirmed and celebrated through cross-cultural exchange, intergenerational dialogue, and educational programming.

Strategic Edge (Primary topics/issues addressed)

OACC is an Intergenerational community hub and anchor, supporting the creative community, social justice, and APIA Issues. We provide a vital communal space for cultural, artistic programming that expresses our APIA communities' rich diversity.

Job Description

OACC is looking to hire Event Coordinator (EC) for on-site events at the OACC facility. This on call, contract position is responsible for managing the load-in and load-out on the day of the event, and ensure the event runs smoothly. The Event Coordinator oversees event logistics and needs to act quickly to resolve problems. Must be comfortable enforcing event guidelines (noise, alcohol and end time) with clients and guests. Facilities and Rentals Coordinator (FRC) oversees EC's schedule and day of the event tasks.

Key Responsibilities

- Thoroughly review all event materials and documents prior to renter's arrival.
- Be the client's primary contact and liaison throughout the event, attentive to all client's needs.
- Oversee vendor load-in/load-out, directing vendors and fielding any questions
- Ensure vendors are following all protocols of the building while on property
- Ensure service standards are demonstrated by all servers on a consistent basis
- Alert Facilities and Rentals Coordinator or OACC management team regarding building maintenance issues, cleaning needs, necessary repairs and/or emergencies.
- Manage strike and cleanup of venue and kitchen areas after event has concluded, securing client and venue items as necessary
- Final walkthrough of the venue at the end of the event ensuring all staff, guests, clients, and vendors have left all items and rooms secure
- Fill out detailed event log for FRC's review (from available on-site)



Qualifications:

- Extremely organized with the ability to multi-task
- Has interpersonal skills both in person and by phone with a high level of professionalism
- High customer service standard
- Must be detail-oriented and dependable
- Available to work a flexible schedule days, nights and weekends
- Excellent written and oral skills
- Pluses: Light AV trouble-shooting skills (OACC can provide AV training), prior experience in hospitality, including event management and planning
- Position requires walking, prolonged sitting, bending, stooping, twisting, lifting products and supplies weighing 25 pounds, and repetitive hand and wrist motion.

Terms:

Shift: Variable, minimum 2 hour per day

Reports To: Facilities & Rentals Coordinator

Hourly wage: \$25 per hour

Oakland Asian Cultural Center does not discriminate against its community participants, employees or applicants based on race, color, religion, national origin, ancestry, age, mental condition, ability, veteran status, sexual orientation, or any other impermissible basis.

Please submit your resume and a cover letter to info@oacc.cc with subject line: OACC Event Coordinator. NO PHONE CALLS PLEASE.