

ENTERTAINMENT & EVENT COORDINATOR



JOB OVERVIEW:

The Entertainment and Event Coordinator will provide administrative support to the Head of Events and Entertainment and supporting team.

RESPONSIBILITIES AND DUTIES:

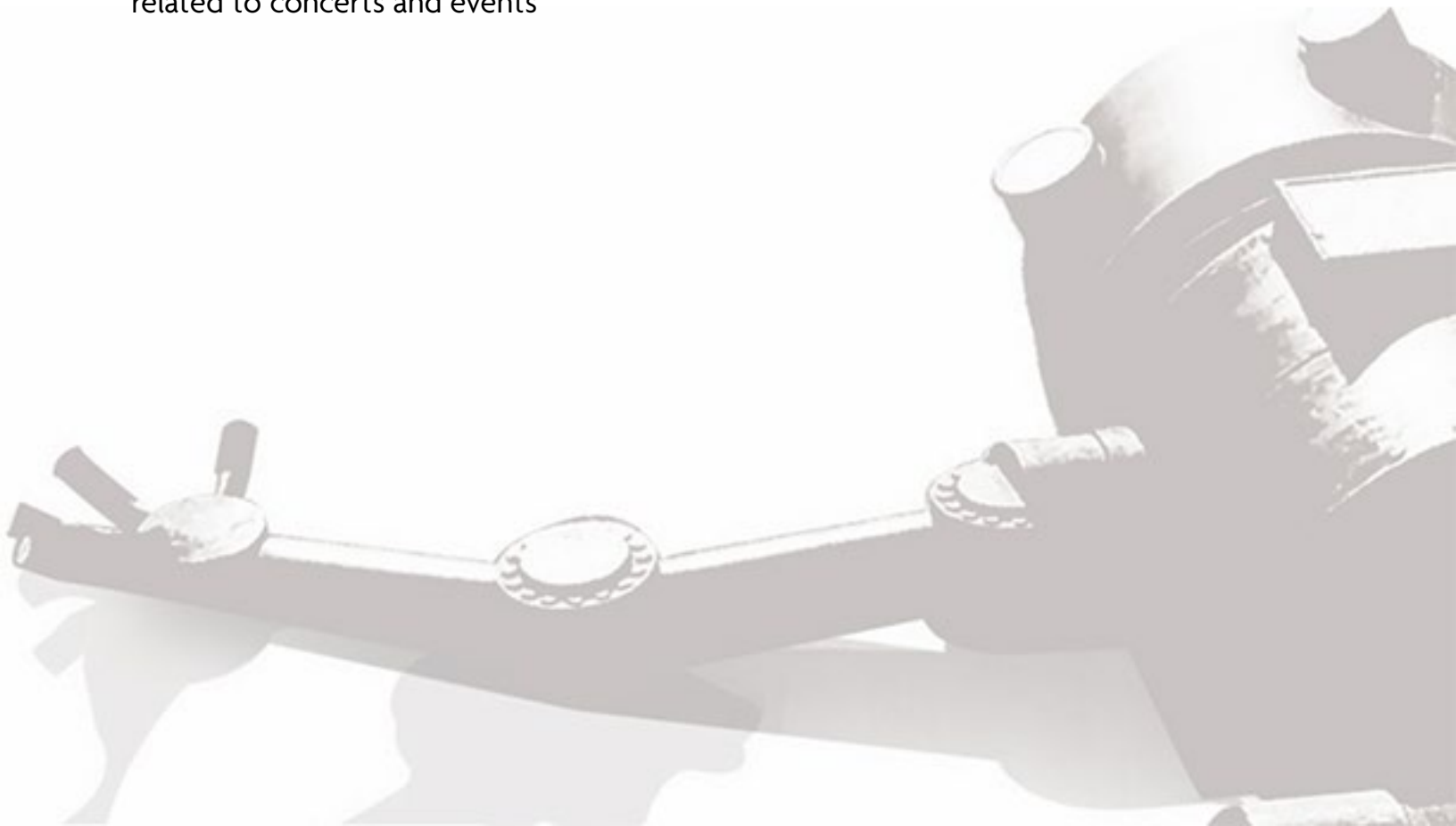
- Works with members of the entertainment and events team to create superior concert and entertainment programs.
- Assist in keeping calendars, setting holds and keeping track of the events calendar
- Setting up phone calls, tracking leads, assisting to keep track of payment schedule from clients
- Conduct research around artists, promoters, and clients. Helping the team to understand the overall Las Vegas / West Coast entertainment landscape.
- Maintain local Las Vegas calendar of all competition in the market
- Draft confirmation notes
- Drafting artist availability emails
- Working within the entertainment system and structure to effectively organize documents, contracts, invoices, etc.
- Supporting the team with coordination and communication via phone, email, and in person meetings
- Internal communication around event orders, keeping track of all details
- Communicate dates and necessary information across departments related to artists, events, and rentals
- Daily interaction and communication with support departments
- Assist with artist relations around events/concerts + handling shopping list
- Maintain knowledge of entertainment operations including operational procedures, continued staff training, and emergency procedures
- Help staff and serve as ambassador for the AREA15 Brand
- Ability to work independently and in a team environment
- Occasionally work in an environment that is subject to varying levels of noise, crowds, the level of which depends upon guest volume

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QUALIFICATIONS:

- Administrative / coordinator experience with excellent communication skills
- Professional experience in working with music agencies, artists, managers, and label professionals.
- Professional experience in building and executing comprehensive marketing campaigns with music management teams.
- Proven experience and comprehensive knowledge of managing core event production and production equipment in an entertainment setting.
- Skilled in exceptional communications, organizational concepts, and financial knowledge.
- Knowledge of multi-channel event marketing, including AdMats, Facebook Events, Digital marketing campaigns, print marketing campaigns, running strategic ad placements, and street team management.
- Exceptional ability to manage, delegate, follow up, relate to staff, guests, clients, artists, etc. in a positive effective manner.
- Exceptional attention to detail and organizational skills. Proficient in Microsoft Office, mainly with Microsoft Excel
- Knowledge of Hubspot, Triple Seat, Social Tables, working knowledge of contracts, riders related to concerts and events



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ABOUT AREA15

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium](#), [Lost Spirits Distillery](#), Oddwood Bar, Wink World, The Beast, a culinary experience by Todd English, and anchor experience, Meow Wolf's Omega Mart, AREA15's is an ever-changing art, retail and entertainment destination attracting locals and tourists of all ages.

For more information visit www.AREA15.com and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "ENTERTAINMENT & EVENT COORDINATOR" AS THE POSITION YOU ARE APPLYING FOR.

