

City of West Hollywood

The City of West Hollywood is like no other city in the world. Located in the heart of metropolitan Los Angeles, the City of West Hollywood was incorporated in 1984. At only 1.9 square miles, West Hollywood is a robust economic and cultural center instilled with inventiveness and innovation — as well as a thriving spirit of community activism and civic pride.

The City of West Hollywood offers an engaging and positive workplace setting that embraces people from diverse backgrounds and encourages creativity.



Event Services Coordinator

\$7,777 - \$9,937.17 monthly

THE OPPORTUNITY

Apply your passion for event production, experience in project management, and creative problem-solving skills to serve the City's vibrant event culture. The Event Services Coordinator works cross-departmentally to coordinate large-scale logistics with external event producers and to support the event permitting needs of City businesses.

Demonstrated experience coordinating large-scale event logistics and event production are essential in this position. The Event Services Coordinator will apply these proficiencies to assist events in the City while addressing community impact and balancing competing interests.

The ideal candidate is comfortable working in a fast-paced, multitasking team environment. Strong organizational skills, time-management skills, written and verbal communication skills, and the ability to weigh priorities effectively are necessary for success. The ideal candidate also models the City's Core Value of Respect and Support for People.

THE DEPARTMENT

The City's Economic Development Department ensures that West Hollywood remains a healthy and vibrant economy through the implementation of a variety of innovative strategies to nurture artists, businesses, events and film-making in the City. The Department is comprised of four Divisions: Arts Division; Business Development Services Division; Event and Film Services Division; and Innovation Division.

THE POSITION

The Event Services Coordinator works as a collaborative member of the Event and Film Services Division. This position's primary responsibility is to work with event producers, City businesses, and cross-departmentally to coordinate large-scale event logistical support.

THE QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university in a related field; and three to four years of progressively responsible related experience; or any combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job. Valid California Driver License.

Deadline to submit applications: Tuesday, August 15, 2017 at 5 p.m.

Applicants must submit a completed online City job application and supplemental questionnaire by the filing deadline. If you are unable to submit application materials online, you may contact **(323) 848-6860**. If you have questions or need special accommodations with the recruitment process, please contact **Seantea Burroughs** by calling **(323) 848-6365** or by emailing **sburroughs@weho.org**. To apply and view additional job information please visit **www.weho.org/jobs**. AA/EOE

