

---

# CITY OF WEST HOLLYWOOD EVENT SERVICES COORDINATOR

## Event & Film Services Division

**\$8,460 - \$10,810/monthly, plus excellent benefits**

---

Since 1984, the City of West Hollywood has established itself as one of the most progressive and innovative cities in the country. At only 1.9 square miles, West Hollywood is a robust economic and cultural center known for its iconic destinations such as The Sunset Strip and The Design District. The City offers a positive environment that embraces diverse backgrounds, encourages creativity and innovation, and rewards dedication to our most important goal – responding to the unique needs of our diverse community.



## THE OPPORTUNITY

The Event Services Coordinator serves as lead and works cross-departmentally to coordinate large-scale logistics with external event producers and to support the event permitting needs of City businesses. Primary responsibilities include the coordination of division activities with other departments, divisions and/or agencies related to events. The Event Services Coordinator works as a collaborative member of the Event and Film Services Division which provides businesses logistical support and guidance in the Special Event and Film permitting process. The Event Services Coordinator provides highly detailed reviews of event logistics including site plans, traffic plans and street closure coordination in compliance with City guidelines. This position serves as logistic support and works with external agencies such as Los Angeles Fire and Sheriff to ensure compliance with requirements for special events.

## IDEAL CANDIDATE

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. **Demonstrated experience coordinating large-scale event logistics and operations** are essential in this position. **Experience coordinating event logistics with multiple external agencies and/or the event permitting process and compliance is highly desirable.** Experience **directly reviewing special site plans, traffic plans and/or street closure coordination** is also desirable.

## MINIMUM QUALIFICATIONS REQUIRED

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's License.

**Deadline to submit applications: Tuesday, August 27, 2019 at 5:00pm**

---

**Applicants must submit a completed online City job application and supplemental questions by the filing deadline.** To apply and view additional job information please visit [www.weho.org/jobs](http://www.weho.org/jobs). If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or [trinidad@weho.org](mailto:trinidad@weho.org).

