



Coordinator, Special Events

JOB TITLE: Coordinator, Special Events

DEPARTMENT: Event Operations

REPORTS TO: Assistant Director, Special Events

FLSA STATUS: Non-Exempt

ROLE

The Coordinator, Special Events will support non-baseball event planning throughout the Wrigley Field campus. The Coordinator, Special Events should be a self-starter and team player with the ability to multi-task and a willingness to embrace change and think critically about ways to enhance existing processes and operations.

RESPONSIBILITIES

- Support the Assistant Director, Special Events and Manager, Special Events, as requested in the planning and execution of all non-baseball events (concerts, conferences, meetings, trade shows, charity events) throughout the Wrigley Field campus portfolio
- Lead Gallagher Way non-baseball events by collaborating directly with colleagues at Marquee Development
- Serve as manager on duty, as requested, to support non-baseball events
- Act as onsite liaison between client, preferred vendors and all internal event support functions
- Review all written communication, diagrams and staffing plans to determine group information, proper set-up, timeline, staffing assignments, and ensure special arrangements are set accurately
- Meet customers prior to functions, make introductions and ensure that all client expectations have been met; facilitate post-event debrief and client surveys
- Assist with BEO curation and distribution amongst internal stakeholders
- Support HSC Director, Events Programming in identifying opportunities for programming growth and optimization
- Conduct market research and present new ideas to improve overall guest service and event quality as organizational goals shift to 365 day programming at Wrigley Field

REQUIRED QUALIFICATIONS

- Four year undergraduate degree at an accredited university or college, or an equivalent combination of education and experience
- 1-2 years of experience working in an event venue or facility
- Willingness to work non-traditional hours including, evenings, weekends and holidays
- Demonstrated passion and ability to deliver a high level of service to a diverse set of internal and external clients
- Ability to work in a fast-paced, dynamic environment with an approach to problem solving that is both open-minded and collaborative



- Skilled in project management
- Experienced in Microsoft Office applications

PREFERRED QUALIFICATIONS

- Experience with event venue or facility booking software and systems (Salesforce, Delphi, etc.)
- Experience with event diagram software (Social Tables, Bluebeam, CAD, etc.)

The Chicago Cubs and its affiliates are an Equal Opportunity Employer committed to inclusion and employing a diverse workforce. All applicants will receive consideration without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, gender expression, veteran status, disability, or other legally protected characteristics.