

	<p align="center"><u>Guests Services and Event Coordinator</u></p> <p align="center"><u>Job Description</u></p>
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The Marketplace Overview:

The Marketplace is a to-the-trade destination featuring showcases from local, national, and global brands. Envisioned as an industry hub, we will host regular popups and special guests to highlight new and exciting products and services. We will also promote regularly-scheduled educational and social programming that will bring the design community together. The Marketplace showroom is phase one in a larger plan to launch a design district. This is an opportunity to work in a creative environment with an entrepreneurial leader who is well-respected in the industry and believes in building great teams.

Primary Responsibilities:

- Greet incoming trade members and ensure all parties entering The Marketplace are verified partners/members/clients accompanying a designer. Sign up folks entering as members if they qualify and are unregistered.
- Manage trade membership applications: check daily and approve or refer for approval
- Manage the conference room schedule and make sure no time slots are double booked.
- Coordinate weekly Marketplace events including CEUs, speakers, breakfasts, etc. Manage event calendar and coordinate with outside parties to ensure details are clear and everyone stays informed.
- Stay informed on all current partner information.
- Keep the coffee bar stocked and cleaned at all times.
- Ensure all showcases are neat and organized at the end of each work day.
- Add and maintain the MailChimp database.
- Other duties as assigned.

Expected Hours and Pay Rate:

- 40 hours/week on-site, no remote
- Monday – Friday, approximately 9:30-6
- Occasional night and weekend hours during events
- \$18-22/hour, depending on experience

Benefits:

- Federal holidays, 2 weeks paid vacation
- Paid professional development training
- Health insurance not offered at this time

Experience:

- Required
 - 1-3 years of reception/customer service experience
 - 1-3 years of event planning experience
 - Familiarity with the design/build industry
 - Technology-savvy with knowledge of Microsoft Office; quick learner of new business technology
 - Able to move around the showroom for up to 8 hours per day
 - Able to lift up to 50 pounds
- Desired
 - Knowledge of Wix, Canva, Zoho, Mailchimp
 - Direct job experience within the design/build industry
 - Relationships within the design/build community

Competencies/Skills:

- Demonstrated ability to be proactive and resourceful in solving problems
- Above-average communication skills; written and verbal
- Enjoys creating and maintaining effective systems
- Strong attention to detail
- Entrepreneurial spirit, understands and can appreciate the unpredictability of a new business
- Loves to learn and will seek out opportunities to expand knowledge
- Calming, competent demeanor; able to put customers and colleagues at ease
- Well-groomed and poised