



## **PROJECT ROW HOUSES**

### **PROJECT ROW HOUSES (PRH)**

#### **POSITION: Eldorado Ballroom Events Coordinator**

**STATUS: Contractor (Up to 20 hours/week)**

**RATE: \$25/hour**

**Project Row Houses** is seeking an **Eldorado Ballroom Events Coordinator** to join our team on a contract basis. This opportunity is ideal for a detail-oriented events professional with strong customer service skills and a passion for the arts. This position reports to the Eldorado Ballroom Venue & Program Manager.

**Project Row Houses** is a community platform that enriches lives through art with an emphasis on cultural identity and its impact on the urban landscape. We engage neighbors, artists, and enterprises in collective creative action to help materialize sustainable opportunities in marginalized communities. Project Row Houses, including the Eldorado Ballroom, occupies a significant footprint in Houston's Historic Third Ward, one of the city's oldest African-American neighborhoods.

**HOW TO APPLY:** For confidential consideration, please submit your resume and cover letter to [hr@projectrowhouses.org](mailto:hr@projectrowhouses.org). Applicants whose candidacy is being considered will be contacted. Start date is as early as June 16, 2025; candidates will be considered on a rolling basis.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide day-of event coordination and support for programs and rentals at the Eldorado Ballroom. Arrive in advance of event, stay on-site for the duration of the event, and secure the site once the event has concluded.
- Complete pre-event, event and post-event checklist, submitting documentation within 24 hours.
- Report any time-sensitive information or incidents to PRH immediately.
- Provide a high level of customer service to the rental client and act as their point of contact for any needs that may arise during the event.
- Coordinate with PRH staff include Venue Team & Facilities Team on logistics, communications, and planning.
- Serve as on-site point of contact with all outside vendors including but not limited to security, A/V, and caterers.
- Familiarize yourself with the site, the event floorplan and run of show in advance so that you can direct vendors and troubleshoot as needed.

- Assist with event set up and breakdown.
- Ensure that all safety procedures are followed during the event. Secure the building at the end of events.
- Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items listed below are representative of the knowledge, skills, and/or abilities required.

- Punctual, responsible, and accountable.
- Proficient computer skills including use of Microsoft Office Suite. Experience with Triple Seat or other booking software preferred.
- Detail-oriented with excellent communication skills.
- Takes a pro-active and collaborative approach to problem-solving.
- People centered with the ability to deliver excellent customer service to a diverse range of clients and audiences.
- Passion for the mission, vision, and values of Project Row Houses.

#### **EDUCATION/EXPERIENCE:**

Minimum qualifications:

- 1-3 years experience in rentals, event management or hospitality.
- Experience coordinating event logistics.
- Experience in customer service.
- Experience managing relationships with third-party vendors.

#### **WORKING CONDITIONS: (PHYSICAL DEMANDS, TRAVEL, HOURS, AND ENVIRONMENT)**

- This is a part-time contractor position. Hours & schedule will vary based on the events calendar. Evenings and weekends required.
- This position is required to be on-site. This is NOT a remote position.
- Will require exertion up to 20 pounds of force to lift, carry, push or otherwise move objects. Will require standing and walking regularly during the work day.

Project Row Houses (PRH) is an equal opportunity employer in all positions, programs and services without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.