



Based in Austin, EPIC Entertainment provides fun, interactive entertainers for all ages at events throughout Texas. We offer unique performers and high-quality event production.

Whether we're entertaining for a small event or a large crowd of thousands, we care about providing our clients the best entertainment. Our creativity, passion, and experience in the entertainment industry make EPIC a highly respected collaborator and an exciting place to work.

EPIC Mission Statement:

To glorify God by creating fun, memorable experiences through positive entertainment and exceptional service.

EPIC Core Values:

Creative Collaboration - We seek innovation, take calculated risks, and work together to find creative solutions. We live open handedly and share ideas to be industry leaders artistically and logistically.

Have fun and get it done - Results and relationships are two equal and important priorities. We focus on achieving goals, celebrating successes, and protecting personal time. We enjoy our work and each other.

Integrity - We are honest, ethical, and trustworthy. We do the right thing all the time, and we take responsibility for our actions.

Personal Excellence - We are eternal students, never satisfied with good enough. We are dedicated to becoming our best individually and as a team.

Positivity - We are light-hearted and don't take ourselves too seriously. We encourage and lift others up, especially in public. We avoid gossip. And we tackle challenges in constructive ways.

Service - We will care for clients, performers, and teammates on a personal level to build long-term relationships. We look for opportunities to go the extra mile.

Stewardship - We strive for efficiency, profitability, and growth. We carefully manage our time, talents, and resources that have been entrusted to us.

EPIC's Business Operations = Traction EOS:

We have implemented "Traction EOS" (Entrepreneurial Operating System) throughout our business, and we use the Traction model in most areas of our company. We are looking for team members that can embrace this system and help us implement it for growth and success.

Check out an overview here:

<https://tractioninc.com/what-is-eos/>

Event Coordinator - Job Description:

As Event Coordinator, you will be involved in the fulfillment and success of EPIC's operations. Two primary focuses of this position will be communication with performers and management of events. You will also have opportunities for involvement in onsite coordination of events, social media, creative projects, networking, and marketing efforts. This position requires work on some nights and weekends. There may also be occasional travel at times.

Key responsibilities:

- Responsible for staffing and checking availability with performers for events
- Handle scheduling, pre-event and post-event communication with performers
- Communicate directly with clients and EPIC agency sales team to gather information about upcoming events.
- Develop relationships with potential new performers and strengthen relationships with existing vendors.
- Actively research, recruit, and onboard new performers and vendors through EPIC's network of performers, search engines, social media (Facebook, Instagram, etc.) and other platforms.
- Manage some events as an onsite coordinator and address potential problems that may arise; communicate with clients and performers, assist with setup/teardown as needed, and take photos for marketing purposes.
- Act as the on-call contact person for performers and clients the day of event
- Maintain and update vendor contact info and paperwork, media, and notes such as tax forms, photo/video content, and event feedback.

- Organize costume inventory, cleaning, repairs, and replacement. Or handle hiring and coordinating with vendors for repairs.
- Attend weekly staff meetings with the EPIC team

Job Requirements/Preferences:

- Associate degree or equivalent required. Bachelor's degree preferred
- 1-year minimum experience as event coordinator, hospitality manager, customer service representative or similar work experience required
- Proficiency in computer skills and Google Workspace required
- 1-year minimum experience using a scheduling software/tool (Ex: Schedulehead, WhenIwork, Monday, Socio, NextCrew, or comparable.) preferred
- Existing vendor/performer relationships is preferred
- Live Entertainment industry knowledge is preferred
- Experience managing budgets and expense tracking is preferred
- Social Media marketing experience is preferred
- CRM experience is preferred
- Management/Leadership experience is preferred

Ideal Candidate Qualifications:

- Strong mix of people and process skills
- Superior attention to detail; first class organizational skills
- Strong written and verbal communication skills; tactful approach with vendors/clients
- Tech savvy: able to learn fast and work in multiple online platforms
- Self-motivated/Self-Starter: Thrives working in a remote environment with some days in-office and some at-home. Motivated to do excellent work and be part of a team.
- Resourceful: Ability to improve company efficiency, research new talent, be a problem solver, and streamline processes.
- Innovative: Staying updated on performer needs, event themes, industry trends, and growth opportunities
- Project Management: Meets deadlines & brings in the team when help is needed. Able to show progress, identify risks, and notify leadership when the company is off track.
- Calm under pressure, deals well in high-pressure situations that can change quickly

Disclaimer:

The information provided is a general description of the nature of the job and level of work expected of an employee in this role. This document is not intended to contain nor be interpreted as a comprehensive list of responsibilities, objectives or qualifications for this job .
