



**Job Title:** Birthday & Event Coordinator

**Department:** Operation

**Reports to:** Director of Operations

**Effective Date:** Immediately

**Job Summary:**

They are responsible for meeting with clients to discuss their requirements and expectations for an event and then supervising its preparation and implementation. Planning event with attention to financial and time constraints, as well as getting the help needed during the events.

We are an Art Center, RAZ (Robertson Art Zone), located in West LA, near Beverly Hills. We inspire children and adults to tell their stories through art, and unlock their creativity using unique techniques and various art mediums. We have a wide array of art classes, camps, and events catered to both children and adults.

**Why work at RAZ:**

We are a unique company focused on transformational growth through art for children and adults. Our studio is a second home for both students and employees. We are proud to have a warm and exciting work environment that is quickly growing! We appreciate the unique talents each employee brings to RAZ.

**RAZ Big Promise:** Be YOU, Create & Elevate

**Our core values:**

1. Have passion
2. Be committed
3. Be a leader
4. Have flexibility
5. Be a team player
6. Shine Your Light

**Duties/Responsibilities:**

- This position is divided into 3 main areas: sales & booking, event planning, and event execution:
- Manage the event calendar to ensure optimized capacity and resource utilization, preventing double booking, date and time errors, etc..
- Provide location tours and package explanations to define the client's requirements and expectations for each event.
- Communicate and follow up with customers (calls, texts, emails) to ensure highest level of client satisfaction.

- Responsible for executing the event from beginning to end in a smooth fashion, including all event set-up, tear down.
- Coordinate a team of around 5 people, including instructors, counselors, cleaners, etc., to ensure event quality and flawless execution.

**Qualifications:**

- 2+ experience working with children ages 3-11
- 2+ years of experience in project/event planning and executing
- Be a team player and a leader
- Well-organized with excellent multi-tasking abilities
- Strong communication and interpersonal skills
- Ability to adjust to unexpected issues and solve them
- Enjoy working with children and adults
- Knowledge in office softwares, google drive

**Plus**

- Experience working with an art studio and/or the arts industry
- Speak more than one language

Please email your **resume and cover letter** after reading the requirements to:  
[raz@RobertsonArtZone.com](mailto:raz@RobertsonArtZone.com)

**Location:** 1046 S. Robertson Blvd, Los Angeles CA 90035. West LA/Beverly Hills.

**Compensation:** DOE, on-boarding process for 8 weeks, evaluation every 6 months

**Job Type:** Part-Time, 20-30 hrs per week

**Schedule:** Weekends (required), 3-4 half days during the week

**Benefits:** Participate in RAZ events for free, use of studio supplies for personal art projects