



Job Description

Bookings/Promotions Coordinator

Reports to: Chief Executive Officer

Liases with:

- Front of House Coordinator
- Technical Coordinator
- Facilities Officer

Job Function:

The **Bookings/Promotions Coordinator** is responsible for the provision of comprehensive support and service for persons wishing to book the facility. The person is expected to meet with clients, give them a tour of the facility as required, follow through on all requirements and will be required to prepare marketing and client engagement plans as required.

Naparima Bowl's operations are guided by the highest levels of professionalism and service to both internal and external colleagues and clients. All activities must therefore be in alignment with its approved operating guidelines and standards, and all legal, statutory and regulatory requirements.

Principal Duties and Responsibilities:

1. Provides information and guidelines on Naparima Bowl's facility and services, ensuring that information is detailed, up to date and accurate.
2. Reviews and processes applications for booking of the facility, makes recommendations, submits to Bookings Committee meetings, and informs clients, as required.
3. Keeps persons informed by developing monthly schedules for all activities, updating to online sites and sending out to stakeholders and interested parties.

4. Develops and implements approved strategies for effective marketing and communication of the facility and for the effective engagement and management of relations with clients.
5. Advises on the effectiveness of programmes and activities by coordinating internal and external surveys and assessments, preparing reports and making related recommendations.
6. Ensures optimal arrangements are in place for meetings, bookings, seminars, and workshops, and recommends partnership in developmental and related initiatives.
7. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications and participating in professional societies.
8. Support the development and maintenance of a team environment by performing other related duties.

Qualifications and Experience:

- BSC. Degree in Mass Communications, Marketing, Public Relations, Liberal Arts or Related Field
- One (1) to three (3) years experience in a similar capacity

Knowledge:

- Excellent knowledge of Microsoft Office Suite – Excel, Word, PowerPoint
- Excellent knowledge of communication techniques
- Excellent knowledge of social media strategies

Skills:

- Excellent communication skills, both written and oral
- Excellent organizational and planning skills
- Excellent people engagement skills
- Excellent report writing skills
- Good marketing skills

Abilities:

- Ability to function well in a high pressure environment
- Ability to establish and maintain effective working relationships with other employees and clients
- Ability to work flexible hour