

Tuesday, April 15, 2025

Dancers Unlimited: Events Coordinator for 2025 Governors Island Residency

Company: Dancers Unlimited

Location: Honolulu and NYC, NYC and HI

Compensation: \$230-\$300 per event

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We are looking for two passionate, responsible and creative events coordinators to join us at our [residency on Governors Island](#)! Each coordinator will work closely with our administrative team and artists in residence to plan for the open house events on the third weekend of each month, between May and October, 2025.

Responsibilities:

Planning and Organization:

- Develop event concepts, create schedules and timelines, and manage all logistical details.

Vendor Management:

- Negotiate with and manage vendors, including caterers, venues, entertainment, and other service providers.

Budgeting and Financial Management:

- Develop and manage event budgets, track expenses, and ensure events stay within allocated costs.

Client Communication:

- Communicate with clients throughout the event planning process, address their needs, and ensure their satisfaction.

On-site Management:

- Oversee event setup and breakdown, manage event staff, and handle any issues that arise during the event.

Communication:

- Communicate with clients, vendors, and event staff to ensure smooth operations.

Problem-solving:

- Address and resolve any issues that arise during the event planning or execution.

Post-event Evaluation:

- Gather feedback and assess the event's success to identify areas for improvement.

Requirements

- Organizational skills: Ability to manage multiple tasks, deadlines, and details effectively.
- Work Experience: Minimum 5 years of experience in events planning and management
- Communication skills: Strong verbal and written communication skills for interacting with clients, vendors, and staff.
- Negotiation skills: Ability to negotiate with vendors and manage contracts.
- Problem-solving skills: Ability to identify and resolve issues that may arise during the event.
- Time management skills: Ability to manage schedules and timelines effectively.
- Budgeting and financial management skills: Ability to develop and manage event budgets.
- Leadership skills: Ability to manage event staff and vendors.
- Flexibility: Ability to adapt to changing circumstances and unexpected events.

Work Conditions:

Coordinators are hired as independent contractors and will be present during the duration of all events they are responsible for, including planning, setup and cleanup / breakdown.

Compensation: \$250-\$300 per event

To apply, please send cover letter and resume with 3 references to Community@dunyc-hi.com.

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Dancers Unlimited
Honolulu and NYC, NYC and HI
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For more information:
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