



**Position Title:** Events & Village Experience Coordinator  
**Reports To:** Events & Village Experience Manager  
**Department:** Marketing and Events

#### **JOB OVERVIEW:**

Blue Mountain Village Association (BMVA) is a recognized leader in tourism marketing, events, and destination development. We are seeking an organized and enthusiastic **Events & Village Experience Coordinator** to support the delivery of exceptional events, entertainment, and guest experiences in Blue Mountain Village.

In this coordinator role, you will assist in the planning, logistics, and execution of on-site programming. You will work closely with the Events & Village Experience Manager, resort partners, vendors, and internal staff to help ensure smooth and memorable activations. This is a hands-on, team-based position ideal for someone passionate about events, guest service, and tourism operations.

#### **KEY RESPONSIBILITIES:**

##### Guest Experience Support

- Assist with guest-facing programming and support the delivery of a welcoming and positive experience in the Village.
- Stay informed about Village commercial members, mountain attractions, and nearby tourism offerings to help answer guest inquiries.
- Support the Ambassador team by ensuring they have updated event information, signage, and guest materials.
- Help monitor the appearance of event spaces and high-traffic areas during activations.

##### Event Support & Coordination

- Support the setup and takedown of Village events, concerts, and activations (e.g., signage placement, artist hospitality, outdoor movies, activity stations).
- Coordinate logistics for on-site entertainers, including greeting, transport assistance, and communication of schedules.
- Serve as a point of contact for general vendor and performer inquiries during events.
- Assist with event equipment organization and supplies preparation (e.g., radios, signage, run sheets).
- Work alongside security, operations, and facilities teams to ensure event needs are communicated clearly.

##### Administrative & Planning Support

- Collaborate with the Events & Village Experience Manager to prepare event documentation (e.g., run-of-show schedules, site plans, checklists).
- Help gather post-event feedback and contribute to reports and debriefs to improve future programming.
- Maintain inventory of event supplies and assist with coordinating vendor and partner communications.
- Provide support for third-party, corporate, and community events hosted in the Village, ensuring internal processes are followed.
- Act as a point of contact for artist and vendor logistics, ensuring clear and timely communication of event schedules, arrival times, hospitality needs, and technical requirements.
- Assist in the contract process by preparing drafts, tracking signed agreements, and ensuring



- compliance with BMVA policies and insurance/risk requirements.
- Coordinate artist payment logistics by collecting necessary documentation (e.g., invoices, contracts, tax forms) and submitting them to the Event Manager for processing.

#### **JOB REQUIREMENTS**

- 1 - 4 years in event coordination, hospitality, tourism, or customer service preferred.
- Strong organizational and communication skills, with attention to detail.
- Ability to work flexible hours, including evenings, weekends, and holidays, based on event schedules.
- Comfortable with hands-on work in both indoor and outdoor environments.
- Valid G2 driver's license and access to reliable transportation.
- Must reside locally or be willing to relocate to ensure availability for on-site coordination.

#### **BENEFITS & MISCELLANEOUS**

- Annual salary, based on qualifications and experience.
- Health and dental benefits package.
- Access to lifestyle perks, including lift passes and hiking access.
- Opportunities for professional development and training.

Note: This job description provides a general overview and is not an exhaustive list of all tasks. The role may involve additional duties as required by business needs.