

Event Coordinator
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=259966>

Downloaded On: Jul. 21, 2025 11:54pm

Posted Jul. 21, 2025, set to expire Jun. 30, 2026

Job Title Event Coordinator
Department Cal Performances
Institution University of California, Berkeley
Berkeley, California

Date Posted Jul. 21, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Event Coordinator

About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

Cal Performances presents a wide range of the finest performances from around the world, fostering a vibrant artistic community and providing distinctive experiences through the performing arts. With its primary home at Zellerbach Hall, Cal Performances also presents in Hertz Hall, Zellerbach Playhouse, The Greek Theatre, and other off-site venues. In addition to a dynamic presented season, Cal Performances also operates an extensive rental program for Zellerbach Auditorium, Zellerbach Playhouse, The Greek Theatre, and Wheeler Auditorium.

Cal Performances presenting season comprises over 80 performances per season in music, dance, and theater, aligns with UC Berkeley's academic calendar, and runs from late September to early May. The rental program, featuring over 150 events per season, is available year-round. The Event Coordinator works primarily in Zellerbach Hall but also in other venues on performance/event days with some additional in-office preparation time each week. Please note that this position will be based on UC Berkeley's campus and will be considered hybrid, with the expectation to be on campus as needed for events. In addition, this position will require working evenings and weekends.

The **Event Coordinator** provides essential support to Event Managers, a roster of international artists appearing with Cal Performances, as well as the Rental Business Manager and our rental clients. You will work directly with Cal Performances' programming and production teams. This position reports to the Chief Programming Officer, who schedules event staff (Event Managers and Event Coordinators) to work a portfolio of events and could also work closely with the Artistic Administrator or Rental Business Manager, and Director of Production. The make-up of the event staff includes two full-time Event Managers; several per diem Event Coordinators and several part-time student Production Assistants.

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Responsibilities

- under the general supervision of the Event Manager or Rental Business Manager.
- Organize and maintain the artist/client services area of Zellerbach Hall and other Cal Performances venues
- Negotiate solutions to issues and problems that may arise during the run of an event with discretion and good judgment. Coordinate with the Chief Programming Officer as appropriate to provide the highest level of support to visiting artists/clients within the limit of the available resources.
- Serve as an ambassador for Cal Performances when interacting with rental clients, artists, artist managers, other presenters, external partners, and audiences in person and by phone, email, or other communications.
- Greet Artists or Clients upon arrival to hand out dressing room assignments and generally orient guest artists or clients in our spaces as needed.
- Execute plans to deliver accessibility services, including a haptic tour and audio description services.
- Coordinate the timely start of each assigned performance/event by communicating with the House Manager, production crew, and company representative as appropriate.
- Make pre-show announcements to the audience as needed.
- Provide a written production report after close of the event detailing problems that arose and how they were resolved, notes for future reference, vendor notes, crew notes, facility notes, and comprehensive financial data.
- Attend operations and production meetings as needed to provide detailed information on upcoming events and reports from immediate past events.
- Assist Event Managers with inventory and organization of hospitality supplies and the room
- Oversee part-time student Production Assistants during assigned shifts

Required Qualifications

- Demonstrated success executing live events. Preference will be given to those with experience in the live performing arts.
- Demonstrated commitment to promoting and supporting an environment of diversity and inclusion.
- Ability to work both independently and as part of a team.
- Ability to embrace the service nature of this role.
- Ability to establish priorities, manage shifting priorities, and handle numerous time-sensitive projects with multiple deadlines.
- Ability to work flexible hours - including nights and weekends.

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- Demonstrated creativity, problem-solving skills, taking initiative, judgment, and decision-making skills.
- Ability to accomplish goals working through formal and informal channels, with diplomacy and tactfulness, and discretion.
- Excellent interpersonal, communication, time management, and customer service skills.
- Must be well organized and detail-oriented.
- Knowledge of the Microsoft Office suite and other online documents, such as Google Docs.
- Ability to learn new computer systems and software quickly.
- Ability to interact and successfully collaborate with a broad spectrum of contributing groups and customers.
- Ability to be on your feet for long periods.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley, is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions, including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted hourly range that the University reasonably expects to pay for this position is \$26.92 to \$36.21

Other Information

Job Type: Per Diem

Working Hours: Hourly, including nights & weekends

How to Apply

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To apply, please submit your resume and cover letter.

Driving Required

Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Misconduct Disclosure

As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender

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identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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