



Booking and Event Services Coordinator

Full-Time | \$51,000 - \$57,000

Applications reviewed on a rolling basis. Position open until filled.

About Herberger Theater Center

Herberger Theater Center is one of Arizona's most active performing arts venues, located in the heart of downtown Phoenix. Since 1989, HTC has been a creative home for resident companies, other performing arts companies, a stage for touring artists, and a hub for community events and private rentals. Our three performance spaces, Center Stage, Stage West, and the Kax Stage, host nearly 500 events annually, from Broadway-caliber productions to corporate conferences, galas, and community gatherings.

The Opportunity

The Herberger Theater Center is seeking an experienced event booking and coordination professional who is equally comfortable closing a facility rental agreement, entering a detailed event record in our event management system, and following up with a client after their event to build a long-term relationship.

This is a full-time position that reports to the President & CEO and has genuine impact on the organization's earned revenue performance. You will manage the full rental client lifecycle, from first inquiry through contract execution and post-event follow-up. You will also serve as the system of record owner for every event on the HTC calendar, ensuring that Box Office, Guest Services, Production, and other departments have accurate and complete event information in Momentus Elite.

For those who have worked in venue sales, event coordination, or facility management and are looking for a role where your organizational skills, client relationship abilities, and attention to detail have direct impact on an organization you can believe in, we invite you to learn more about this opportunity.

What You Will Do

Drive Facility Rental Revenue

- Respond to and proactively develop inquiries from prospective rental clients for all HTC spaces, including Center Stage, Stage West, Kax Stage, the lobby, the Pavilion, and auxiliary spaces.
- Conduct facility tours and prepare custom event proposals covering pricing, policies, technical capabilities, and available services.

- Draft, process, and manage rental contracts and addenda for non-resident company events using approved templates.
- Procure required legal documents and insurance certificates from clients prior to their events.
- Conduct post-event follow-up to gather feedback and encourage repeat bookings.

Own Event Information in Momentus Elite

- Serve as the system of record owner for all events on the HTC calendar in Momentus Elite, including rental events, Spotlight Series productions, and internal organizational events.
- Gather and enter event information from rental clients, the President & CEO (for Spotlight Series), and internal staff coordinators (for organizational events), keeping records current as details evolve.
- Conduct monthly audits of Momentus Elite event records to verify that attendance data has been entered for all events and that records are complete and accurate.

Support Financial Reporting and Interdepartmental Coordination

- Prepare and distribute a monthly contracted events report to the CEO and Controller showing all events contracted through the remainder of the fiscal year.
- Serve as the primary information conduit between rental clients and internal departments including Box Office, Guest Services, Production, and Food and Beverage.
- Flag non-standard event requirements or policy questions to the President & CEO for direction.

What We Are Looking For

Required

- Three to five years of experience in event booking, facility sales, event coordination, or a closely related field, preferably in a performing arts center, live event venue, hotel, or comparable public assembly facility.
- Demonstrated experience managing client relationships, drafting and processing contracts, and maintaining event management systems.
- Strong proficiency in Microsoft 365, including desktop and browser-based applications.
- Proficiency in Momentus Elite or a comparable event management platform, or demonstrated ability to learn complex event software quickly.
- Excellent written and verbal communication skills, including the ability to produce professional proposals, contracts, and correspondence.
- Strong organizational skills and the ability to manage multiple concurrent client relationships and timelines without loss of detail or follow-through.

Strongly Preferred

- Experience in a performing arts venue or multi-use public assembly facility.
- Familiarity with facility rental contracting, insurance requirements, and fire and safety regulations for public events.
- A bachelor's degree in business administration, hospitality management, arts administration, or a related field. Equivalent combinations of experience and education are welcome.

Position Details

Compensation and Benefits

- Full-time, non-exempt position
- Salary range: \$51,000 to \$57,000, depending on experience
- Benefits package includes medical and dental insurance (90%), paid vacation, paid sick leave, and paid holidays
- Schedule requires some evening and weekend availability consistent with the HTC event calendar
- Reports directly to the President & CEO
- This position is primarily on-site at 222 E. Monroe St., Phoenix, AZ. A portion of administrative duties, including data entry, reporting, and client correspondence, may be performed remotely by arrangement with the President & CEO

How to Apply

Please submit the following to resumes@herbergertheater.org:

- A cover letter describing your experience in event booking or venue sales and what draws you to Herberger Theater Center specifically.
- A current resume.
- Three professional references (references will not be contacted without your permission).

Applications are reviewed on a rolling basis and we encourage early submission. No phone calls please.

Herberger Theater Center is an equal opportunity employer. We are committed to building a team that reflects the diversity of the community we serve.