



Part-Time Venue Coordinator (Remote)

15 - 30 hours/week | Flexible Schedule | Limited Travel Required

About Us:

BDI (Business Development Institute) is a leading producer of executive-level, peer-to-peer networking events for the world's top enterprise technology companies. We bring together industry leaders to share insights, build relationships, and accelerate innovation through curated in-person and virtual experiences.

We're looking for a Venue Coordinator to join our growing team. This is a part-time, flexible remote role ideal for someone highly organized, detail-oriented, out-of-the-box thinker, and resourceful.

Key Responsibilities

Venue Sourcing & Coordination

1. Research and recommend top-tier venues across North America for executive lunches, dinners, and networking events.
2. Negotiate and execute contracts with venues, ensuring favorable terms and flexibility.
3. Build and maintain strong relationships with venue contacts to ensure seamless collaboration and long-term partnerships.
4. Manage event logistics with venues including floor plans, timing, parking, signage, and on-site needs.
5. Communicate the event agenda, flow, and timeline to our venue partners.

Menu & F&B Management

1. Work directly with venues to customize menus for each event, keeping in mind dietary needs, budget, and guest experience.
2. Ensure menus are aligned with event goals and offer an exceptional hospitality experience.

A/V & Technical Needs

1. Coordinate A/V requirements with venues and 3rd-party vendors.
2. Source, contract, and manage A/V providers when venues do not offer in-house support.
3. Serve as the primary liaison for all technical needs before and during events.

Budgeting & Cost Management

1. Manage budgets for each event, tracking all venue and A/V-related costs.

2. Proactively reduce costs through negotiation and vendor management without compromising quality.
3. Provide accurate cost reporting to the account team.

Internal Collaboration

1. Work closely with BDI's account and operations team to align on event goals, run-of-show, and sponsor expectations.
2. Participate in regular team check-ins and planning meetings.

Running Events Onsite

1. Opportunity to travel and run events.
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Qualifications

1. Highly organized, deadline-driven, and detail-oriented.
 2. Strong negotiation and vendor management skills.
 3. Excellent communication and relationship-building abilities.
 4. Comfortable working independently and remotely.
 5. Experience with basic budgeting and cost tracking.
 6. Professional, flexible, and responsive under pressure.
 7. Experience in event planning, venue coordination, or hospitality management a plus but not required.
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Role Details

1. Type: Part-time contractor. (1099 hourly)
 2. Hours: Average 20–30 per week, flexible scheduling. We are a seasonal business so there are busy months where the average will be 30 hours per week and slow months where it may be 20 or less hours per week.
 3. Location: 100% Remote. (Dallas, Chicago, Denver, New York Tri-State Area based preferred)
 4. Travel: Opportunity to travel for on-site event execution.
 5. Compensation: \$25 per hour.
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To Apply:

Please send your resume and a brief introduction to careers@bdionline.com.
Let us know why you're interested and any relevant venue or event experience.