Venue & Site Operations Coordinator

Location: Houston, TX

Employment: Full-Time

Salary: $48,000–$65,000 annually

Openings: 4

Reports To: Festival Operations Manager

Position Overview

Conglom Entertainment is seeking Venue & Site Operations Coordinators to assist with the physical preparation and logistical organization of festival venues.

These employees will work closely with venue management, production personnel, fencing contractors, and other service providers.

Key Responsibilities

- Conduct preliminary venue inspections and walkthroughs.

- Review approved festival site layouts.

- Coordinate fencing installation locations.

- Verify designated entrance and exit preparations.

- Coordinate merchandise tent placement.

- Confirm loading zones and truck staging areas.

- Coordinate backstage facilities and dressing room preparations.

- Monitor contractor setup activities.

- Verify placement of directional signage.

- Identify operational site deficiencies.

- Assist with venue breakdown and restoration coordination.

Qualifications

- Two or more years of event, venue, or site operations experience preferred.

- Ability to interpret venue maps and operational layouts.

- Experience working with contractors.

- Strong attention to detail.

- Ability to work outdoors and travel extensively.

Preferred Experience: Music festivals, outdoor events, conventions, concert production, or large-scale event installations.