



DESIGN | BUILD | PARTY

PROJECT COORDINATOR - DFW AREA

The Position

Coordinate event productions and special projects across the DFW Region, prioritizing high customer satisfaction through timely communication, precise orders, and outstanding service.

The Company

Sandone Productions is a Dallas-based family business that has grown into a national leader in high-end tented events. We bring structure to the party, building tents, flooring, and related services to produce temporary spaces where our clients experience lifelong memories.

Responsibilities

- Process inquiries and onboard new clients with a warm welcome.
- Conduct discovery calls to gather the information needed to initiate proposals.
- Visit event sites, preparing installation plans for our field teams.
- Create and manage proposals, site plans, diagrams, and client materials.
- Collaborate with the sales team on pricing, scheduling, and logistics.
- Work with warehouse teams for timely and accurate deliveries.
- Cultivate relationships with event planners, venue staff, and industry professionals.
- Coordinate with third-party vendors and lead on-site teams when needed.
- Document feedback to celebrate successes and identify avenues for improvement.

Expectations

- Demonstrate high standards of professionalism and warm communication.
- Share knowledge effectively for an empowered team.
- Nurture long-term relationships and focus on exceptional client outcomes.
- Bring your enthusiasm for design, hospitality, and event production.

Compensation

- Full-time salaried position based in Dallas, TX
- Incentive bonus structure
- 401K, Health insurance reimbursement, and PTO

