



Coordinator of Exhibitor Services Quilts, Inc.

Quilts, Inc., an established Houston-based event production company of 50+ years existence, is seeking an energetic, detail-oriented, self-motivated, organized person for the position of Coordinator of Exhibitor Services.

Candidate must have a positive attitude, excellent customer relations skills, ability to problem-solve quickly and to multi-task, and experience using the Microsoft Office Suite (especially Excel and Word) and be proficient at keyboarding. The job also involves ExpoCAD floorplan programming, and prior knowledge of the software is preferred, but not required. Likewise, a Convention/Event planning background is also a plus, but not required.

Job requires occasional travel to events, and candidate must be able to occasionally lift 20–30 pound boxes. Often, leadership skills are mandatory to get projects accomplished. Candidate must be comfortable communicating, coordinating, and problem-solving with exhibitors both before and on-site at shows.

Required Skills:

- Positive attitude and great customer relations
- Leadership abilities
- Planning expertise
- Quick problem solving
- Multi-tasking, scheduling, meeting deadlines
- Clear communication in all forms (written, phone, in-person)
- Very proficient and efficient keyboarding
- Proficient in Excel and Word
- Knowledge of ExpoCAD and Authorize.net is helpful
- Staying current on quilting and other forms of fiber art desirable

- Interacting with groups/persons outside of Quilts, Inc. to pursue and accomplish task/goals within Exhibitor Services
- Ability to work well with others at all levels
- Patience throughout all aspects of the job
- Convention/Event planning and management is a plus
- Able to travel to events in the US
- Able to lift 20-30 pounds

General Duties

- Manage, schedule, and communicate on behalf of Exhibitor Services
- Pursue and evaluate prospective exhibitors
- Work closely with and maintain open communications with all members of the Exhibitor Services department and show team members
- Develop online submission processes and ensure data management
- Receive, process submissions and payments, communicate with each exhibitor at every step from pre-sign-up to event completion
- Prepare numerous data sets for the different opportunities afforded exhibitors
- Schedule the opportunities initiated
- Create and maintain retail booth placement
- Create and maintain numerous listings for both the web site and the show book in conjunction with other departments
- Maintain communication with exhibitors, staff, and convention center service providers, both written and verbal
- Ensure that retail booth layout is set as needed for each event on-site
- Coordinate actions and deadlines with other Quilts, Inc. divisions
- Obtain & train appropriate personnel and show support assistants
- Prepare and confirm information for support services for shows
- Represent Quilts, Inc. in a professional manner

Quilts, Inc. produces trade and consumer shows around the country. Candidate would be the direct contact interfacing in person and via email with show exhibitors, convention center facilities, and booth decorator while working under the Vice President of Shows & Show Director.

Work is in Houston, Texas office, with ability to have a partial work from home schedule. Successful candidate would receive a trainee salary through the end of 2025 while working under the current Coordinator of Exhibitor Services, with a specific set raise beginning in 2026 once that position is assumed.

We offer a benefits package including medical/dental/vision, 401K participation, life insurance, and vacation days. Also, the ability to purchase supplemental life insurance and AFLAC. No phone calls, please. Email cover letter and resume to Ruth Moya at ruthm@quilts.com.

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