



Original Issue Date: Dec.-2010	Revision Date: 21-Sept-2013	Revision Level: D	Department:
Position Title: <i>Event/Project Manager</i>		Reports To: <i>President</i>	

BASIC FUNCTION:

Design, produce and execute events with excellence according to requirements, target audience and objectives. Ensure events are successful and cost-effective. Event Manager, above all is a project manager who understands marketing and promotional techniques. Enthusiastic with fresh ideas and the organizational skills to not leave anything about an event chance.

RESPONSIBILITIES:

1. Assist client in determining event goals, objectives and mission
2. Come up with suggestions to enhance events' success.
3. Oversee all event operations.
4. Work closely with the client and event partners ensuring a successful event adhering to all planning systems and procedures including planning timelines, job set up and post event.
5. Develop and monitor event budget staying within the parameters provided by client
6. Develop complete event schedule for set up, day of event and take down
7. Estimate resources and staff needed to achieve event goals.
8. Assist client in developing event agenda and program.
9. Lead marketing and promotional activities for the event.
10. Manage, assist, coordinate and/or consult all components relating to event program production by developing a detailed lectern/program script.
11. Assist in developing Risk Management plan in recognizing the protection and safety of people, property and intangibles.
12. Liaising and negotiating with vendors.
13. Responsible for day of event tasks including set up, staffing and strike (take down) when necessary.



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- a. Manage complete event execution including all logistical elements of the event including safety concerns, timing requirements, service level and financial consideration
 - b. Manage all load-in and out of suppliers and/or exhibitors including set up and take down.
 - c. Ensure all elements of the event meet desirable customer service levels and ensure comfort and safety of all guests.
 - d. Manage event program production.
 - e. Conduct rehearsal with speakers, A/V and all other vendors involved with the program piece of the evening.
14. Analyze the events success and prepare reports.
 15. Assist with event details and coordination for larger events including but not limited to researching concepts and ideas, developing presentations and working with client and suppliers on specific event coordinating tasks.
 16. Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
 17. Follow up with all corporate event inquiries, develop and distribute complete proposals.
 18. Review and finalize all assigned monthly invoices.
 19. Attend networking events in efforts to maintain relationships with current customer base in addition to developing leads for possible new business.
 20. Answer and direct telephone calls in a courteous, positive and friendly manner. Take thorough messages when necessary.

SUMMARY OF SKILLS, KNOWLEDGE, AND ABILITIES:

1. Follow detailed procedures and ensure accuracy in documentation and data.
2. Ability to clearly present information through verbal and written communications; talk with customers and suppliers; listen well.



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3. Able to stay informed of current industry trends; learn and apply new concepts and demonstrate career self-reliance.
4. Able to demonstrate a high level of service delivery; do what is necessary to ensure customer satisfaction; deal with service failures and prioritize customer needs.
5. Anticipate and proactively solve problems.
6. Ability to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.
7. Ability to manage multiple projects; determine project urgency; create detailed action plans to organize schedule.
8. Ability to maintain high standards despite pressing deadlines; establish high standards and measures; do work right the first time and inspect material for flaws; test new methods thoroughly.
9. An interest and ability to work with colors, fabrics and understand dimensions.
10. Ability to work under pressure, work well with others, and be willing to do extra tasks as assigned.
11. Ability to network with people in a confident and professional manner.
12. Ability to accurately type a minimum of 50 wpm. Ability to operate a calculator, fax machine, copier.
13. Knowledge of computers and experience in Microsoft Word, Excel, Powerpoint, Outlook and Publisher.

PHYSICAL AND MENTAL REQUIREMENTS:

1. To accomplish the essential functions of this position, one must be physically able to operate a computer, calculator, telephone switchboard, and general office equipment.
2. The mental requirements of the position demand that an incumbent be able to work with confidential data, meet deadline pressure, and work quickly, accurately, and consistently with mathematical/accounting type data.
3. The physical activity of the position includes talking, reaching, repetitive motions, and hearing.



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4. The physical requirement of the position can be classified as sedentary work.
5. The length of day required for the position is classified as irregular.
6. The position is not substantially exposed to adverse environmental conditions.

DIMENSIONS:

Number of employees supervised: 0



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<i>REVISION LETTER</i>	<i>REVISION DATE</i>	<i>REVISION DESCRIPTION</i>
A	Oct-2010	Initial release
B	Dec -2010	Revised. Added responsibilities.
C	April - 2012	Revise. Removed responsibilities dealing with linen and chocolate fountain sales.
D	21-Sept-13	Provided more detail on project mgmt. sales