



Position Announcement:

Event Manager

Five Flags Civic Center

POSITION: Event Manager
REPORTS TO: Director of Events / Operations
FLSA STATUS: Exempt

ASM Global, the leader in privately managed public assembly facilities has an excellent opening for an Event Manager at Five Flags Civic Center. This position is responsible for planning and coordination of events in both the Five Flags Arena and Historic Theater. Under the direction of the Director of Events/Operations, monitors, directs and manages all Front of House aspects of the events.

MAJOR RESPONSIBILITIES:

Position Summary: Provides professional client services support in the planning, organization and management of events within the facility, and monitoring the logistics of these events, and all event coordination tasks after events are booked through the conclusion, by performing personally or through coordination with colleagues, clients and vendors. Additionally, this position may responsible for some administrative office duties.

MAJOR RESPONSIBILITIES

- Serves as primary liaison between clients and facility departments.
- Manages booked events (shows, concerts, meetings, tradeshow, conventions, etc.) contracted by the facility.
- Meets with client groups to plan and organize assigned meetings and/or events.
- Guides clients in preparation of events by reviewing contractual obligations related to insurance, deposits, etc. - interpreting and explaining contract provisions, policies and procedures.
- Keeps clients informed as to status of deadline schedules, including but not limited to floor plan submissions, meeting room set-up specifications, insurance requirements and other relevant details.
- Monitors in-house events, maintaining close contact with clients and facility staff to ensure successful events. Follow-up on all client requests, concerns and problems.
- Ensures successful event coordination activities between departments.
- Hires, trains, and schedules FOH personnel to support events.
- Prepare event Work Orders. Attend appropriate planning, organization and other event and facility meetings in support of facility operations.
- Serves as manager on duty as required.
- Working hours may include nights, weekends and holidays as needed.
- Performs other Duties as assigned.

Administrative

- Oversee (personally or otherwise staff or assign) daily office operations including:
 - Greet and direct visitors accordingly
 - Receive and route incoming mail
 - Organize and maintain show files, correspondence and other records
 - Order, receive, and maintain office supplies
- Attend quarterly Commission meetings; take minutes and distribute accordingly
- Perform other Administrative duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education:

Bachelor's degree (BA) in hospitality, sports management, theater, business or related field from a four-year college or university is preferred. Work experience may be considered in lieu of degree.

Experience:

- At least two years of actual experience in public facility management, promotion, or operation of conventions, tradeshow, concerts, and shows or service-related operations whose primary function is to provide direct on-site service to the public.
- Working knowledge of the principles of event facility management, services and equipment.
- Experience as a supervisor or manager is preferred.

Skills and Abilities:

- Ability to work both a team and independently.
- Exceptional communication skills both verbal and written.
- Excellent organizational, planning and interpersonal skills.
- Ability to prioritize multiple projects.
- Demonstrated problem-solving and communication skills.
- Professional presentation, appearance and work ethic.

Technology

- Working knowledge of MS office programs including Excel, Word, PowerPoint
- Experience with an automated event booking system and CAD experience a plus.

Physical Demands *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions):*

- Ability to work both indoors and outdoors as required by event.
- Ability to work extended periods of time both walking and/or standing.
- Ability to lift up to 40 lbs.

HOW TO APPLY:

No Phone Calls Please

“ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages women, minorities, individuals with disabilities, and protected veterans to apply. VEVRRRA Federal Contractor.”

Date Opened:

Closing Date: