



LYNNWOOD
CONVENTION CENTER

POSITION ANNOUNCEMENT

Lynnwood Convention Center

POSITION: Event Manager
REPORTS TO: Director of Sales & Events
FLSA STATUS: Exempt

Primary Work Hours: Tuesday through Saturday (including evenings)

The Lynnwood Convention Center strives to provide excellent guest service through our core values, safety, professional, resourceful, accommodating and precise. As a member of the Lynnwood Convention Center team, we are looking for talented folks who model these values in their work behavior, decision making, personal contributions and guest interactions. We invite you to join our team and show your affinity for guest service, and work alongside others who have the same shared values and commitment to excellence.

This position is responsible for coordinating client needs with the building staff to assure proper set-up and smooth operation of events by acting as the primary contact.

MAJOR RESPONSIBILITIES:

- ◆ Acts as the central contact during all phases of event management for users and contractors of the Center for the acquiring and dissemination of event and facility related requirements and information.
- ◆ Receives, assembles, and distributes event information to the Center staff and works with staff to facilitate efficient and satisfactory completion of client requirements.
- ◆ Oversees and manages all event related services provided by Center and ensures coordination and interaction of all event services operation within the facility with Center staff as assigned.
- ◆ Coordinate and utilize the event records management system relating to all phases of event planning and operation.
- ◆ Works with staff to develop and maintain a service-oriented attitude.
- ◆ Handles the coordination of specific events with respect to Event Work Orders and Event Change Orders to ensure that all extra billable items are passed through to the Finance Department.
- ◆ Ensure that all users and contractors are familiar with building policies, procedures, rules, and regulations and that they are properly and appropriately enforced for events directly assigned.
- ◆ Provides on-floor management of Center event-related services, and ensures that all requirements are carried out according to the Show Manger's needs.

QUALIFICATIONS

- ◆ B.A. in industry related discipline desired.
- ◆ Two to three years' event management experience or related public relations, promotions, etc. required.
- ◆ Ability to work long, often-irregular hours, including nights, weekends and holidays as required by the events.
- ◆ Excellent interpersonal, organizational and customer service skills required.
- ◆ Excellent computer skills.

To apply, click here:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1152751&d=ExternalCareerSite&r=5000728050206#/>

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: June 2, 2021

Closing Date: June 16, 2021