

At the Grounds event complex is looking for an Event Team Manager. Come work with us at the area's dynamic new event facility and help create great memories for people from across the region. We utilize over 100,000 square feet of event space spread across more than 50 acres to host everything from sports tournaments and trade shows to corporate meetings, parties, concerts, and the annual Placer County Fair. We have an incredibly diverse range of events that will keep you on your toes and make every day a fun, new experience.

We are looking for a dynamic, fun-loving, upbeat individual to help lead our team of event coordinators. Our ideal candidate will be able to:

- Oversee our event department and ensure successful events from start to finish.
- Plan and organize events with clients and staff to coordinate and detail events.
- Guide clients through their preparation of events, including industry best practices, interpreting and explaining contract provisions, campus policies, and procedures, and finding opportunities for improvement.
- Provide clear, concise, and timely communication of detailed department requirements to other departments and staff.
- Lead, Mentor, Supervise, and coach event department staff.
- Work independently, exercising judgment and initiative.

Skills that are needed for the position include:

- Event industry experience and understanding industry terminology, facility capabilities, operational procedures, event coordination, event-related services. Familiarity with food and beverage operations would be an asset.
- Handle and prioritize multiple tasks and projects simultaneously.
- Handle conflicts, make intelligent business decisions and exercise proper action during stressful situations.
- Remain flexible and optimistic and adjust to situations as they occur.
- Maintain an effective working relationship with clients, employees, exhibitors, guests, and others.
- A proven ability to manage, supervise and develop an effective team
- The ability to work in a variety of climates, both indoors and out, and the ability to lift signs and other event-related equipment regularly.

Required Education and Experience

- A minimum of three years of experience in a multi-purpose venue as an event planner, event coordinator, event manager, or similar position
- A demonstrable record of successfully managing event and venue operations
- Customer service experience is required; hospitality industry experience is preferred.

We offer a competitive compensation package including medical, dental, vision, paid time off, and a retirement plan. But more importantly, we provide the opportunity to be part of one of the most exciting industries around. If you have the skills to help us create extraordinary events, please send us your resume and a cover letter telling us why you would be an excellent fit for our team.