



JOB DESCRIPTION

TITLE: Event Manager

Department:	Event Management
FLSA Status:	X Exempt <input type="checkbox"/> Non-Exempt
Reports To:	Senior Event Manager
Supervises:	N/A

SUMMARY

GTS Educational Events designs, convenes and supports educational programs for government and civic sectors that engage, inspire and inform.

The Event Manager functions as a key member of a dynamic team of professional, dedicated employees who develop and implement events that help government and civic organizations build knowledge, drive innovation and improve outcomes.

The ideal candidate has an entrepreneurial spirit, is able to thrive in a fast-paced environment and can effectively manage several simultaneous, multi-faceted events. The candidate will be able to demonstrate excellent interpersonal and communication skills.

The role responsibilities include a combination of big picture thinking and attention to detail. This position will be part of a planning team and will require collaboration and facilitation skills as well as the ability to work independently.

The work is rewarding and involves a broad scope of responsibilities including both creative and administrative support. All responsibilities are organized around the goal of helping our clients and participants gain the knowledge, skills and connections they need to make positive change for themselves and the communities they serve.

PRIMARY RESPONSIBILITIES

Work with internal and external clients to identify, assemble, and organize event requirements and resources. Develop and manage event budget and comprehensive project plans. Execute activities within the scope of the plan and budget.

1. Event Design & Development:

- Conduct comprehensive pre-planning development actions.
- Determine event objectives factoring in history/culture of the event, gather event requirements, and analyze client, attendee and other stakeholder feedback and strategies.
- Lead or support planning committees.

- Collaborate with groups to help identify event inclusions including but not limited to program theme, event format, program content, speakers and travel logistics.
- Contact, confirm and orient speakers and presenters.
- Determine and onboard required project personnel (internal, external service providers & client).
- Secure third party suppliers and vendors to support events.
- Negotiate favorable pricing, terms and conditions for supplier services.
- Define all logistics parameters/requirements and secure appropriate meeting space, accommodations,
- Review and contract A/V and production requirements.
- Review and confirm all phases within the event process meet compliance standards including ADA requirements.
- Develop a comprehensive project plan and budget which meets defined needs and utilizes available resources appropriately.
- Confirm, collect and gain oversight approvals for budget implementation.

2. Event Management & Execution:

- Manage event lifecycle including project timelines.
- Organize and coordinate communications/meetings with clients, committees, speakers/presenters, volunteers, stakeholders, venues, and vendors.
- Oversee the development and management of the online registration system for assigned events.
- Manage, facilitate and distribute event reporting.
- Coordinate and manage the internal project team, working closely and collaboratively with the marketing/communications staff and all assigned team members to ensure project activities are implemented and tracked according to the project plan.
- Organize and manage content and speakers, negotiating and issuing speaker contracts as required, gathering and fulfilling all speaker information and travel logistic requirements.
- Coordinate the logistics for tradeshows and special events including exhibit areas and exhibitor set-up instructions, decorations/entertainment and technology/set-up requirements.
- Work with venue or catering for food and beverage management.
- Coordinate with venue or catering production teams.
- Manage third party contract relationships for ancillary event supports and logistics, ie. materials, transportation, tours, awards, etc.
- Provide onsite event management, working as a team to run the operation of the event including all activities.
- Coordinate scheduling and management of onsite staff including volunteers.

3. Analysis and Reporting:

- Design evaluation tools and processes to determine the effectiveness and success of the event.
- Conduct or participate in internal project team reviews to identify, discuss and document project successes and opportunities for continuous improvement.
- Disseminate, compile, analyze and report on results from event evaluation tools.
- Support accounting staff in creating a final financial audit and report of assigned events.
- Create final reports of assigned events to include a summary of event data (attendee, financial, etc.), lessons learned and recommendations for continuous improvement.

OTHER RESPONSIBILITIES

1. Stay abreast of developments in topic areas related to assigned programs through research and ongoing professional development.
2. Maintain and establish supplier relations including venue key stakeholders.
3. Assist with business development by looking for and bringing forward ideas for increasing revenues from current programs, or meeting with potential clients when requested.
4. Represent GTS Educational Events at marketing/outreach events and presentations.
5. Contribute to content and social media marketing campaigns as requested by providing expertise and relevant information.

JOB SPECIFICATIONS

Desired Education and Experience

- A combination of education and relevant event planning or hospitality industry work experience to total 4 years.
- Minimum 2 years' experience managing complex projects.
- Minimum 2 years' experience successfully using various event management technologies for organizing, communicating and delivering events, i.e. online registration, social media and digital technologies.

Knowledge, Skills and Abilities

Knowledge of:

- Principles and processes involved in planning, coordination, collaboration and execution of educational event programming.
- Event financial management practices & processes (budget development, implementation & reporting).
- Preferred knowledge of local and state government, civic/community organizations, nonprofits and higher education.

Ability to:

- Anticipate project needs, discern work priorities and meet deadlines with little supervision, and be willing to work occasional evenings and weekends.
- Assess training/continuing education needs and develop solutions to meet those needs.
- Communicate with, and present ideas effectively to other staff, clients, participants, etc.
- Prepare for and lead planning committee meetings.
- Be resourceful – obtain and learn information needed to do the job from all relevant sources.
- Be flexible and manage change.
- Stay calm under pressure and successfully manage multiple projects and time-sensitive demands.
- Establish a broad resource network and maintain effective and cooperative working relationships.
- Develop and implement ideas and programs — conduct or carry out procedures and activities to improve programs or products.
- Innovate and learn new systems and tools quickly.
- Think and act like an entrepreneur.

Skills:

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Superior written and verbal communication

- Excellent time management and organization
- Critical thinking and creative problem-solving
- Meeting facilitation
- Customer service

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB

Incumbent must be able to:

- Be indoors, sitting at a desk for the majority of the day.
- Travel to and from event sites (primarily local, some outstate and some outside of the state); must have driver's license and access to a car.
- Work some nights, weekends and early mornings as needed.
- Must be able to pack, lift, and transport program equipment and materials to and from programs.
- Must be able to set-up rooms for meetings if necessary – move some tables and chairs, set-up equipment.
- Must be able to lift up to 10 pounds on a regular basis; up to 30 pounds occasionally.

TOOLS AND EQUIPMENT USED

Incumbent must be able to:

- Operate standard office equipment (phones, personal computer, copier, printer, etc.)
- Use personal smart phone for remote connectivity (email, phone, voicemail)

WORK ENVIRONMENT

- Small, fast-paced office environment in St. Paul, Minnesota

COMPENSATION

Competitive salary and benefits packaged offered, including generous paid time off, retirement contribution and employee gain sharing program. Salary dependent on qualifications.

HOW TO APPLY

Send cover letter with salary expectations and resume to gts@mngts.org. Coverletter should highlight alignment between applicant's experience, skills and attributes and the job description.

This job description does not necessarily list all the functions or accountabilities of the job. Employees may be asked by management to perform additional duties and tasks and employees are expected to continually assess where their assistance would benefit their coworkers and the organization and step in to fill those gaps. Management reserves the right to revise and update job descriptions at any time.