



EMPLOYEE NAME: \_\_\_\_\_

Created: 03/24

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Events & Meetings Manager	<b>JOB CODE:</b> 488D
<b>DIVISION:</b> Chief of Staff	<b>SALARY SCHEDULE:</b> CS1 (5, 6 or 7)
<b>DEPARTMENT:</b> Events & Venue Management	<b>WORKDAYS:</b> Annual Administrative Employees
<b>REPORTS TO:</b> Senior Executive Director, Events & Venue Management	<b>PAY GRADE:</b> Annual Central Office Personnel
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Plans, executes, and manages corporate and public events and meetings in a variety of venues to provide a high-quality experience for both the client department/division and the audience. Manages projects in support of the District's initiatives. Assists the Senior Executive Director with the overall management of the Events Department.	

#### REQUIREMENTS:

1.	Educational Level: Master's degree
2.	Certification/License Required: Valid Georgia Leadership Certificate
3.	Experience: 5 years professional experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities.
5.	Knowledge, Skills, & Abilities: Written, oral and visual communication; organization; project management; manage and prioritize work for multiple events and/or projects simultaneously; supervise the work of other staff when directed.

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

#### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides the highest level of customer service while delivering high-quality coordination for multiple, sometimes concurrent or overlapping, corporate and public events and meetings of all sizes in a variety of venues.
3.	Works collaboratively with clients and Department staff to design, specify, plan, and coordinate event and meeting needs.
4.	Receives client requests and initiates event orders detailing client requests, event requirements, event schedules, and setup specifications by collaborating with other department staff to specify necessary requirements.
5.	Performs site visits with department staff, clients, venue representatives, and/or vendor/partner representatives to determine and specify equipment requirements.
6.	Works collaboratively with department staff to specify requirements for audio, video, lighting, rigging, electrical, furniture, décor, and other production needs for events and meetings.
7.	Prepares and reviews floor plans, production schedules, engineering needs, and other necessary documentation for events and meetings.
8.	Manages the on-site production of events and meetings, including load-in and load-out.
9.	Works collaboratively with clients and content development team to develop and prepare multimedia content for delivery at events, meetings, and projects.
10.	Develops and updates production materials including guidelines and manuals.
11.	Develops, implements, and monitors best practices and procedures to ensure high-quality event coordination outcomes.
12.	Identifies opportunities for ROI.
13.	Works collaboratively with department staff, clients, and other departments to ensure a sound marketing communication process for all events and meetings.
14.	Plans and manages short-term and long-term projects, as assigned.

15.	Maintains knowledge and research trends in event technology, attendee engagement, techniques, style, and strategies.
16.	Makes recommendations for hardware and software upgrades and implementation.
17.	Assists with development of knowledge, skills, and abilities of student production crew.
18.	Provides supervision, mentoring, and guidance of student interns, as necessary.
19.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_