

Houstonfirst

Job Posting

Position:	Event Manager - GRB
FLSA:	Exempt
Department:	George R. Brown
Reports to:	Director of Event and Guest Services
Reporting Location:	1001 Avenida de las Americas
Workdays & Hours:	Varies (includes nights and weekends as needed)

SUMMARY: The Event Manager role will coordinate and manage events to achieve client's expectations.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position)

- Work closely with sales team at the start of the event management process to gather as much information and conduct site visits with clients.
- Meet with client show manager to determine what type of event suites them best.
- Handle all pre-planning with clients. Determine what services will be required and coordinate services ensuring everyone has all the information necessary, such as instructions, schedules, equipment and inventory needs.
- Review all contracts with clients.
- Execute events including move-in, set-up, break down and move-out.
- Supervise staff and contractors working the events.
- Ensure that the events are in compliance with all building and City of Houston Fire Codes.
- Complete and close all event paperwork and files.
- Ensure that all event information is accurate and up-to-date in the system.
- Other duties and special projects as needed.

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- Manage contractors during events.

EDUCATION AND/OR EXPERIENCE: (special training, certifications, college degree, etc.)

- Bachelor's Degree or professional designation through IAVM.
- 5 years experience as an Event Coordinator/Catering Manager/Operations Manager in a convention center, hotel or similar environment.

KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Computer literacy with knowledge of MS Word and Excel.
- Ability to work independently and pro-actively on a variety of events and projects.
- Ability to manage changing program elements and prioritize effectively.
- Outstanding organizational skills, excellent judgment and attention to detail.
- Ability to work cooperatively (grace under pressure) with a variety of internal and external clients.

MISCELLANEOUS:

- Must pass a pre-employment drug test.

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.

ANNUAL SALARY: Commensurate with experience

POSTING DATE: February 21, 2017

CLOSING DATE: Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at hjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.