

# Houstonfirst

## Job Posting

<b>Job Title:</b>	<b>Senior Manager, Live Events and Programming</b>
<b>Department:</b>	<b>Convention and Cultural Facilities</b>
<b>Reports To:</b>	<b>Director of Live Events and Experiences</b>
<b>Location:</b>	<b>GRBCC or Wortham Theater Center, Houston, Texas</b>
<b>Hours:</b>	<b>Varies</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Updated:</b>	<b>September 2021</b>

**Summary:** Manage live events and public programming to achieve a successful event.

**Essential Duties and Responsibilities:** (individual duties, assignments and responsibilities required of the position)

- Assists Director of Live Events and Experiences with planning and executing Avenida, Theater District and other Houston First programmed events
- Includes: developing programs and event plans, budgets, leading production and entertainment teams and coordinating participating partner vendors
- Assist GRBCC and Theater District Events team with GRB client events, especially those that cross-over into Avenida programs – whether they be private client events taking place on the Avenida or events that are also open to the public
- Participate on Lynn Wyatt Square for the Performing Arts programming team to further develop Grand Opening and subsequent live events
- Conduct site visits and advance planning meetings as applicable
- Manage all pre-planning, identifying and communicating all event needs and requirements
- Execute and explain applicable contracts and agreements
- Monitor event from move-in all, set-up, actual event, break down and move-out
- Supervise event staff and contractors for the event
- Ensure that the event follows 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
- Development and maintain a collaborative working relationship with other departments, partners, and stakeholders
- Other duties and special projects as needed



**Supervisory Responsibilities:** (personnel supervision, budgets, performance, etc.)

- Manage contractors during event

**Education and/or Experience:** (special training, certifications, college degree, etc.)

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

**Knowledge, Skills and Abilities:** (technical, communication, interpersonal, etc.)

- Computer literacy with knowledge of MS Word, Excel, and Ungerboeck
- 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

**ANNUAL SALARY:** Commensurate with experience

**BENEFITS:** Medical, Dental and Vision insurance  
401(K) (100% match up to 6%)  
Paid Holidays (10 Days)  
Paid Time Off (120 hours first Year)  
Health Reimbursement Account and Flexible Spending Account  
Tuition Reimbursement (Up to \$5,200.00 annually)  
Paid Basic Life & Accidental Death and Dismemberment  
Paid Short-term and Long-term Disability Pay  
Paid Parking – Downtown Houston

**POSTING DATE:** September 30, 2021

**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 [hfjobapplications@houstonfirst.com](mailto:hfjobapplications@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.

