### Job Family
External Affairs

### Job Function
Events

### Category
Supervisory & Management

### Job Summary
Involves the planning and organizing of event activities, including managing logistics such as facilities, tickets, audience management activities, concessionaires, caterers, and vendors, and facilitation of communication and services with speakers and facility maintenance staff; or provides technical support of these activities.

### Job Level
- Manager 1
- Manager 2
- Manager 3
- Manager 4

### Job Title
- Events Manager 1
- Events Manager 2

### Job Code
- 0468
- 5954

### Tracking Code
- A0081
- A0087

### Per. Program
- MSP

### FLSA
- Exempt

### Generic Scope
- Spending the majority of time (50% or more) achieving organizational objectives through the coordinated achievements of subordinate staff. Establishes departmental goals and objectives, functions with autonomy. Manages the accountability and stewardship of human, financial, and often physical resources in compliance with departmental and organizational goals and objectives. Ensures subordinate supervisors and professionals adhere to defined internal controls. Manages systems and procedures to protect departmental assets. Oversees through subordinate managers a large department or multiple smaller units, OR manages a highly specialized technical function / team. Has significant responsibility to achieve broadly stated goals through subordinate managers. Determines objectives, directs programs, develops strategies and policies, manages human, financial, and physical resources, and functions with a high degree of autonomy. Proactively assesses risk to establish systems and procedures to protect organizational assets. Determines strategies for a program with organization-wide impact.

### Custom Scope
- Receives assignments in the form of objectives and determines how to use resources to meet schedules and goals. Responsible for managing an events unit comprised largely of events professionals; may also manage events support staff. Provides guidance to subordinates to achieve events management goals. Assists professional staff on the more complex and sensitive events issues. Determines the long-term and short-term strategic plans to achieve the objectives of the organization. Manages a large and complex events unit consisting of subordinate events managers, each of whom manages professional events staff. The events organization is responsible for producing and orchestrating a large number of highly visible and complex campus events, programs, and presentations. Through subordinate managers provides comprehensive management for a large events organization, including managing staff and resources, reviewing and approving programs, and developing policies. Advises senior management on campuswide events strategy, long-term planning, and overarching events financial issues.

### Key Resp 01
- Provides comprehensive direction and oversight for all aspects of event management including personnel and financial administration.
- Through subordinate managers, provides comprehensive direction and oversight of all aspects of event management including personnel.

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Page 1 of 4  Last Revised: 12 May 2016
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#### Key Resp 02
Through subordinates, manages a diverse variety of events, ranging from small events with complex guest lists to large, campuswide events requiring coordination of multiple internal and external resources.

Directs campuswide master schedule of planned events including human resources, financial requirements and funding sources.

#### Key Resp 03
Selects, trains, leads, directs, mentors, evaluates and, as required, takes corrective action with subordinate professional staff.

Through subordinate managers, determines the selection, development, and performance evaluation of staff.

#### Key Resp 04
Provides guidance to subordinate professional staff on the more complex and sensitive events issues.

Determines personnel corrective action.

#### Key Resp 05
Confers with broad based constituencies regarding comprehensive event policies, master schedules, and strategic planning.

Advises campus senior management on long-term events strategy, policy and funding issues.

#### Key Resp 06
Ensures that client and institutional needs are met through production of high quality events.

Ensures that campus needs are met through production of high quality events.

#### Key Resp 07
May serve as high level event consultant to senior management.

#### Key Resp 08

#### Key Resp 09

#### Key Resp 10

#### Key Resp 11

#### Key Resp 12

#### Key Resp 13

#### Key Resp 14

#### Key Resp 15

#### Education 1
Bachelors' degree in related area and / or equivalent experience / training.

Bachelor's degree in related area and / or equivalent experience / training.

#### Education 2

#### Education 3

#### Education 4

#### License 1

#### License 2

#### License 3
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<th>License</th>
<th>Cert 1</th>
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<tbody>
<tr>
<td>KSA 01</td>
<td>Strong knowledge of management principles, policies, concepts and best practices and skill to select, train, mentor, evaluate and, as required, take disciplinary action with subordinate staff.</td>
<td>Excellent knowledge of management principles, policies, concepts and best practices and skill to select, train, mentor, evaluate and, as required, take disciplinary action with subordinate staff.</td>
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<td>KSA 02</td>
<td>Strong knowledge of all aspects of event management and production and public relations.</td>
<td>Excellent knowledge of all aspects of event management and production and public relations.</td>
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<td>KSA 03</td>
<td>Strong knowledge of the campus, its vision, mission, goals, programs, policies and infrastructure.</td>
<td>Excellent knowledge of the campus, its vision, mission, goals, programs, policies and infrastructure.</td>
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<td>KSA 04</td>
<td>Strong knowledge of program management, including comprehensive staff and budget administration.</td>
<td>Excellent knowledge of program management, including comprehensive staff and budget administration.</td>
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<td>KSA 05</td>
<td>Strong interpersonal communications skills to build and foster a collaborative and cooperative work environment and build to maintain good working relationships with all organizational levels and outside constituencies.</td>
<td>Excellent interpersonal communications skills to build and foster a collaborative and cooperative work environment to build and maintain good working relationships with all organizational levels and outside constituencies.</td>
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<td>KSA 06</td>
<td>Strong political acumen and skill in judgment, decision-making and problem recognition, avoidance and resolution.</td>
<td>Excellent political acumen and skill in judgment, decision-making and problem recognition, avoidance and resolution.</td>
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<td>KSA 07</td>
<td>Strong leadership / management skills, including skills to lead, direct, mentor, evaluate and motivate staff.</td>
<td>Excellent leadership / management skills, including skills to lead, direct, mentor, evaluate and motivate staff.</td>
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| KSA 12 |               |                      |
| KSA 13 |               |                      |
| KSA 14 |               |                      |
| KSA 15 |               |                      |

| Environment | Campus, medical center or other university setting and various external venues. | Campus, medical center or other university setting and various external venues. |

| Career Path 1 | Events Manager 2 | Career Path open |
| Career Path 2 |               |                |
| Career Path 3 |               |                |
| Career Path 4 |               |                |
| Career Path 5 |               |                |
| Career Path 6 |               |                |