Vacancy Announcement #04-20

Event Manager

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.

Events DC is the face of conventions, sports, entertainment and cultural events within our nation’s capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region’s marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION

The Event Manager provides responsible professional customer services in the Event & Convention Services Department of the Convention Management Division. Employees in this classification must have professional work experience in planning, organizing and controlling special events to allow them to assume substantial responsibilities with minimal orientation. At this level, the Event Manager manages the success of meetings, galas, workshops, medium to small conference and conventions, symposia and special event production and events identified by the Associate Director. This position could also coordinate larger events under the direction and support of a Senior Event Manager/partnership. This position would coordinate and direct the delivery of services with regards to (Security/Catering/Décor/Production) while ensuring all SOP and Events DC Policies Rules and Regulations are adhered. This work is performed under the general direction of the Assistant Director for Convention Management.

EXAMPLES OF WORK ASSIGNED

- Reviews lessee’s license agreement to ensure dates, times, leased space and equipment provided are accurate and contractual provisions are fulfilled.
- Directs show services staff and contractors in delivering services for meetings and events and resolves event-related problems.
- Coordinates efforts of caterers, decorators, audio-visual, Meeting Services staff, etc., when organizing set-up requirements and client specifications.
- Acts as primary Events DC point-of-contact for show managers and implements their specifications and requirements for Events DC provided services.
• In conjunction with Events DC and Destination DC Sales Teams, conducts tours of the facilities for potential customers, provides expertise and consultation regarding facility capabilities and determines the needs of the potential event.
• Directs and participates in the pre-event planning, reviewing any past history of the event, initiating correspondence and conferences with show management, their suppliers, and Events DC staff.
• Assists in the compilation and review of event and contractor charges with appropriate Events DC staff and show management, and reviews documentation for invoice preparation.
• Prepar...
MINIMUM QUALIFICATIONS

- Bachelor’s degree from an accredited college or university with major coursework in Business Administration, Public Relations, Hospitality, Communications, Hotel Management, or a related field; AND
- Two to Three (2-3) years of significant customer-oriented hospitality industry experience preferably in a convention hotel, conference or convention center, or significant operating experience with multi-management of meetings and special events.
- Proficient in Microsoft Office Suite.
- Any equivalent combination of related experience, training, and/or education.
- Experience using AutoCAD, Social Tables, Meeting Matrix or any other Windows-based drawing software.

DESIRABLE QUALIFICATIONS

- Professional certification (CMP) preferred but not required.
- Attended VMS/Oglebay preferred but not required.
- CMP Certification, preferred but not required.

REQUIREMENT

- All positions require candidates to successfully complete our background screening process.

In an effort to protect our environment from paper waste all candidates must apply on-line on our website: [http://careers.wcsa.com/employment/application.aspx](http://careers.wcsa.com/employment/application.aspx)

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.

Washington Convention & Sports Authority T/A Events DC
Human Resources Department
801 Mount Vernon Place, NW
Washington, DC 20001

All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.