



Opening Date: 4/17/2018
Closing Date: Open Until Filled

Vacancy Announcement #20-18 Project Manager, Technology

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 ideal candidate is a results-driven professional with previous experience leading innovation initiatives and projects. Researches, analyzes and implements a broader rollout of projects, products and features to enable and enhance user experience and business performance. Champions advancement of new technology solutions towards new business model creation in an everchanging hospitality industry. Leads collection, intake and pursuit of innovation opportunities to maximize business value. Partners with departments throughout the organization to assist and support in needs assessment, as well as the identification, procurement and implementation of systems and innovations.

The primary purpose of the project management role is to lead, oversee and ensure the successful delivery and management of single or multiple projects within scope, quality, time and cost constraints that may be clearly defined or may require dynamic change management to deliver business value.

The incumbent will assist President & CEO and Vice President, Strategic Initiatives in planning and execution of projects primarily focused on, but not limited to the Hospitality, Sports, Entertainment or related industries. This position reports to the Vice President, Strategic Initiatives, but works closely with the CTO and Technology Management Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment.

Technology Initiatives

- Serve as lead PM for all technology initiatives for the Strategic Initiatives group.
- Explore, research and assess technology solutions related to our lines of business (Convention Management and Sports and Entertainment) and/or event management or event production capabilities.
- Engage with operations team members, industry-related stakeholders and strategic partners to assess trends and make recommendations or adoption or application of proposed technology solutions.
- Develop business case and assist senior management in obtaining appropriate approvals for proposed technology solutions.

Project Management

- Determine the objectives and measures upon which the projects will be evaluated at its completion.
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project(s).
- Determine, in collaboration with Senior Management, the resources (time, money, equipment, etc.) required to complete the project.
- Develop a schedule for project completion that effectively allocates the resources to the activities.
- Manage, develop and track all aspects of project(s), inclusive of milestones and deliverables.
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project.
- Review the quality of the work completed with the project team on a regular basis to ensure that it meets the project standards.
- Proactively manage changes in project(s) scope and devise contingency plans when necessary.
- Manage all project funds according to established accounting policies and procedures.
- Manage communication with key stakeholders and subject matter experts across Events DC to ensure a shared vision and foster collaboration.
- Utilize industry practices and tools for effective project execution and management.
- Identify and resolve issues and conflicts within the project team.
- Set up files to ensure that all project information is appropriately documented and secured.
- Prepare project status reports and dashboards by collecting, analyzing, and summarizing information and trends.
- Evaluate the outcomes of the project(s) as established during the planning phase.
- Review the project schedule with senior management and all other staff that will be affected by the project(s) activities; revise the schedule as required.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong attention to detail and excellent written and verbal communication skills.
- Achievement oriented with exceptional ability to oversee complex projects, tight deadlines, as well manage full project life cycle.
- Ability to communicate effectively with professional-level staff and peers.
- Strong organizational skills and an ability to prioritize and complete simultaneous projects with minimal supervision.
- Experience working independently as well as within cross-functional teams in a collaborative, professional environment.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); experience with project management tools.

CORE COMPETENCIES

- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial and Expense Management

ADA ESSENTIAL FUNCTIONS

- Ability to read and write instructions, directions, letters, memos, floor plans, and other written materials.
- Ability to converse orally and utilize standard telephones and two-way radios to receive and communicate information to staff and customers.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Computer Information Systems, Business Administration, or a related field.
- Five (5) years of experience in Project Management or professional services industry required.

DESIRED QUALIFICATIONS

- Hospitality experience
- PMP

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>

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.