



Opening Date: 2/26/2020  
Closing Date: Open Until Filled

## **Vacancy Announcement #51-20 Director, Production Operations**

**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 Director, Production Operations is responsible for creating and implementing the operational strategy for in-house event productions/programs. Working in tandem with the Director, Program Development, will lead the charge on innovative design solutions to logistics and production. The incumbent will operate as a leader of production services ensuring superior end-to-end event experiences while working closely with creative services team.

### **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 logical assignment.

#### **Production Services**

- Lead the production process by ensuring projects are produced safely and structurally, on time and within budget and managing resources to meet tight deadline while maintaining the highest quality standards.
- Work to improve communication and processes necessary for optimum creative output.
- Direct the day to day integration of the production management team in order to generate a more cohesive production process.
- Collaborate closely with internal partners and stakeholders in the production of programs/projects.
- Ability to lead large scale live events with multiple agency, vendor and client involvement.

## **Managerial Administrative**

- Build a diverse team who successfully and consistently delivers a hospitality experience and the best product; manage that team's performance, address employee concerns, maintain adequate staffing levels, and facilitate team development.
- Budget creation, management and reconciliation for all programs.
- Develop existing relationships and secure new relationships with local and national vendors
- Oversee tracking of deliverables during production
- Interface with various internal departments to assist with production and logistics
- Manage onsite inventory according to Events DC's standards including utilization and maintenance of equipment (i.e. audio, visual, rigging, lighting, etc.).
- Manage external production staff on execution and delivery of programs
- Possess and can develop key vendor/partners related to our business so we are delivering the best product and pricing
- Effectively utilize all company computer systems and software programs and ensure employees are properly trained to use them. Complete standard and ad-hoc reports accurately and on-time. Actively participate in overall company programs/committees where applicable.

## **SKILLS, KNOWLEDGE AND ABILITIES**

- Ability to lead dynamic team of professionals with ability to work autonomously.
- Strong interpersonal, communication and negotiation skills along with ability to work under pressure and make quick, educated decisions in compliance with Events DC's policies.
- Creative problem-solving skills with the ability to multi-task.
- Ability to work flexible schedule, including nights and weekends. Some travel may be required.
- Working knowledge of rules, regulations, and guidelines surrounding both union and non-union labor.
- Ability to negotiate large-scale contracts with vendors and venues in collaboration of in-house counsel.
- Knowledge of special event production from branding, creative content, and audio visual.
- Must be client-driven and able to interact with clients and colleagues on all levels, including senior leadership, government officials, retailers and manufacturers.

## **CORE COMPETENCIES (Director)**

- Job Knowledge and Technical Expertise
- Leadership
- Human Capital
- Strategic Thinking
- Operational Effectiveness
- Financial Awareness
- Entrepreneurship
- External Strategic Awareness

## **ADA ESSENTIAL FUNCTIONS**

- This job operates in a professional office setting. This role uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines to perform day to day duties and activities.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

## **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from accredited college or university in Hospitality and Tourism Management, Business Management, Communications, Marketing, Public Relations, etc. or a related field, with 10+ years of experience in event management.
- Experience with event and exhibit logistics.

- Experience with vendor contracts and relations, budgeting & forecasting.
- Production of live events, tours, and fabrication of event elements a must
- Ability to develop and sustain strong working relationships with multiple national and local vendors
- Strong planning and organizational skills to effectively manage numerous programs and resources simultaneously preferred
- Excellent verbal and written communications skills
- Willing and able to work nonstandard work hours, weekends and travel as 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>**

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.**