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 Manager, Production Operations is responsible for implementing the overall technical and logistical elements of in-house event operations. Working in collaboration with the Director, Production, the incumbent will manage all aspects of the production process on assigned events/projects to include planning and executing events. The incumbent is responsible for working effectively with both client and internal teams to flawlessly deliver event programs that drive results against established strategic objectives, timelines and financial goals.

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 a similar, related or logical assignment.

Production Services
- Collaborates with the team to create the project plan, budgeting, venue selection working back from key deliverable dates.
- Manage all aspects of production services at events, including the installation, operation, and removal of all equipment associated with our services.
- Manages project communications, ensuring that any issues, changes or required performances that impact the project are documented and addressed with the project team.
- Assist in the pre-production of events, including the creation of room diagrams, developing labor plans, and creating/reviewing equipment specifications.
- Accountable for the quality of all deliverables and performance throughout the duration of the event.
- Supports the project plan, ensuring that all deliverable dates and financial requirements are met.
• Manages existing equipment inventory and communicate availability and appropriate usage.
• Work with the internal team, and external vendors in ensuring that all logistical needs for the event are understood and met.
• Coordinate with audio-visual partners with sourcing all needs and ensuring that they are appropriately incorporated into the overall event.
• Ensure proper billing practices and proper documentation of materials, labor, and rental equipment is performed to ensure accurate invoicing for the purpose of capturing all revenue.
• Create staffing plans on assigned shows to ensure they are fact based and in alignment with the Implementation Plan, the show budget, and service requirement.
• Demonstrate an understanding of compliance requirements for OSHA, DOT and Safety Requirements, and manage teams to perform in accordance with such all regulatory requirements.
• Provide solutions for presentation needs occasionally under high-pressure circumstances.

SKILLS, KNOWLEDGE AND ABILITIES
• Ability to interpret floor plans, and construction drawings and use of CAD and Adobe experience preferred.
• Must demonstrate ability to interface with individuals in a supervisory capacity as well as have the ability to comfortably interface with customers and senior level managers.
• Possess a solid technical foundation in audio, video, and lighting solutions for live events.
• Demonstrated knowledge of event production.
• Excellent customer focus, interpersonal and written communication skills.
• Ability to make key decisions on an ongoing basis that impact the use of the event spaces, equipment and other company resources.
• Exhibit a basic understanding of all lines of business required for production of event or show.
• Ability to handle numerous accounts simultaneously with excellent organizational skills, while self-managing priorities and commitments.
• Maintain timely, clear and concise communication of all pertinent event information to each department relating to special client concessions, needs, requests & concerns.

CORE COMPETENCIES (Manager)
• Financial Awareness
• Strategic Thinking
• Project Management
• Operational Effectiveness
• Job Knowledge and Technical Expertise

ADA ESSENTIAL FUNCTIONS
• This job operates in a professional office setting and on site of events/ programs. 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, or a combination of secondary education and significant hands on experience
• 3-5 years’ experience working in the coordination or management of events.
• Experience with vendor and project management
• Ability to multitask and utilize strong time management skills.
• Strong analytical and problem-solving skills.
• Excellent written and verbal communication skills.
• Excellent organization, attention to detail, and ability to follow through with projects
• Proactive in addressing problems for positive results
• Process oriented with focus on continuous improvement
• Strong interpersonal skills, proven ability to communicate effectively and work well with other employees.
• Work independently without Supervision, as well as part of large groups and teams
• Strong Computer skills (Microsoft suite – Word, PowerPoint and Excel)

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:

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.