



Position opening:

Event Manager

Irving Convention Center

Irving, TX

POSITION: Event Manager
DEPARTMENT: Event Services
REPORTS TO: Director of Event Services
FLSA STATUS: Salaried Exempt

Summary:

SMG, the leader in privately managed public assembly facilities, has an excellent and immediate opening for Director of Event Services for SMG, Irving Convention Center. The Event Manager provides professional client services support in the planning, organization and management of events within the facility, and monitoring the logistics of these events, and all event coordination tasks after events are booked through the conclusion, by performing personally or through subordinates the following duties:

Essential Duties and Responsibilities

Include the following. Other duties may be assigned.

- Oversees all aspects of facility operations related to events by communicating with Director of Operations and/or Director of F & B.
- Produce approved Banquet Event Orders (BEO's) for each event and ability to create customized menus for Food & Beverage.
- Meets with client groups to plan and organize assigned meetings and/or events.
- Coordinates activities with the various service contractors for assigned meetings and/or events.
- Guides clients in preparation of events by interpreting and explaining contract provisions, policies and procedures.
- Keeps clients informed as to status of deadline schedules, including but not limited to floor plan submissions, meeting room set-up specifications, insurance requirements, payment schedules and other relevant details.
- Prepares cost estimates and ensures all costs are paid before the event takes place.
- Provides clear, concise, and timely communication of detailed requirements to operational departments.
- Assists in scheduling operational set-ups to provide equipment or service needs.
- Monitors facility set-up when necessary and communicates all issues with respective Directors.
- Serves as primary liaison between clients and facility departments.
- Monitors in-house events, maintaining close contact with clients and facility staff to ensure successful events. Greets client upon arrival and stays with client during the duration of their event. Follows-up on all client requests, concerns, and problems in a timely manner.
- Attends appropriate planning, organization and other event and facility meetings in support of facility operations.
- Serves as manager on duty as required.

09/16/2015

Supervisory Responsibilities

The Event Manager carries out supervisory responsibilities in accordance with SMG policies and applicable laws. Responsibilities include communicating with Directors and Managers of other departments to ensure a successful event.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree (B. A.) from four-year college or university
- **5+ years related experience in the convention center and/or large hotel hospitality industry with experience managing large events/conventions.**
- **Experience creating menus for clients and BEO's**
- Working knowledge of the principles of hospitality management, facility management, services and equipment for a similar facility

Skills and Abilities

- Excellent organizational, planning and interpersonal skills
- Good written and verbal skills
- Ability to prioritize multiple projects/multitasking
- Demonstrate problem-solving and communication skills
- Supervisory experience preferred
- Professional presentation, appearance and work ethic

Computer Skills

To perform this job successfully, an individual should have knowledge using Microsoft Office and event software for drawing room diagrams.

Other Qualifications

- Ability to work under limited supervision and to interact with all levels of staff including management
- Ability to work long and irregular hours that may vary due to functions and will include day, evening, weekends and holidays.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to move around the facility; to stand for long hours during events; talk and hear. This position may require work inside or outside of the building, as needed by events.

NOTE: The essential responsibilities of this position are described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

TO APPLY:

This position offers a competitive salary and benefit package. **Please send a copy of your most recent resume and cover letter which includes salary requirements to:**

Brittany Cothran
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972-401-7729

SMG is an Equal Opportunity/Affirmative Action employer,
and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to
apply. VEVRAA Federal Contractor.