

Convention Center Authority

Position Title:

Event Manager

Position #:	07270
Salary Grade:	
Effective Date:	7/1/2006
Revision Date:	7/1/2015

<input checked="" type="checkbox"/> Exempt
<input type="checkbox"/> Non-Exempt

<input checked="" type="checkbox"/> Full-Time
<input type="checkbox"/> Part-Time
<input type="checkbox"/> Seasonal

Indicate Employee Type

<input type="radio"/> Administration
<input type="radio"/> Sales/Marketing
<input checked="" type="radio"/> Event & Guest Services
<input type="radio"/> Operations
<input type="radio"/> Finance & Administration
<input type="radio"/> Food & Beverage Services

POSITION SUMMARY: In a few sentences, briefly describe the primary function and purpose of position.

Under the direction of the Director of Event Services, serves as the Customer/Meeting liaison assisting with pre planning, coordination, onsite service and post wrap up for events.

PRINCIPAL POSITION RESPONSIBILITIES/DUTIES: Below is a list of major tasks beginning with the most important for which the position is responsible. Also included is the estimated percentage of time spent on performing the tasks. This is suggested, but not required for Exempt positions.

RESPONSIBILITIES/DUTIES

1.	Preplanning with customers beginning at time of file turnover from Sales including developing and sustaining relationships with customers.
2.	Preparing and distributing all event documentation in a timely manner in an accurate and professional format.
3.	Scheduling and leading pre-event and post event meetings with customers and appropriate Music City Center team members.
4.	Developing relationships with the Operations team and vendors that benefit our customers and the goals of the Music City Center.
5.	Preparing accurate ancillary estimates and providing to customers in advance of events. Providing final ancillary charges to customers in a timely manner at the conclusion of events.
6.	Up selling services and in house Music City Center vendors throughout the planning process.
7.	Providing on site coordination/services of event activity and operational team.
8.	Providing post wrap up meeting including, but not limited to, sending customer satisfaction survey and completing the internal event critique.
9.	Willing to work more than 40 hours a week to include weekends, overnight hours, and holidays based on the needs of the client.
10.	Perform additional duties as assigned.

Job Evaluation Factors (Check all that apply)

Formal Education <i>(Minimum Required)</i>	<input type="checkbox"/> H.S. Diploma or GED preferred	<input checked="" type="checkbox"/>	Bachelor's Degree preferred
	<input type="checkbox"/> Vocational or Technical School required	<input checked="" type="checkbox"/>	Education/Experience Equivalent
	<input type="checkbox"/> Associate's Degree preferred	<input type="checkbox"/>	Other:

Minimum Experience <i>(Minimum Required)</i>	<input type="checkbox"/> None	Impact On Budget	<input type="checkbox"/> Contributory
	<input type="checkbox"/> One to three years		<input type="checkbox"/> Direct
	<input checked="" type="checkbox"/> Three to five years		<input type="checkbox"/> Other:
	<input type="checkbox"/> Other:		

Decision Making <i>(level of direction & supervision)</i>	<input type="checkbox"/> Little independent judgment required
	<input checked="" type="checkbox"/> Judgment/discretion to make independent decisions within guidelines
	<input type="checkbox"/> Establish Policy & Procedures
	<input type="checkbox"/> Other:

Problem Solving <i>(Typical level encountered over extensive period of time)</i>	<input checked="" type="checkbox"/> By reporting and/or talking to supervisor
	<input checked="" type="checkbox"/> Choices defined in standard work procedures/policies
	<input checked="" type="checkbox"/> Methods chosen before in similar situations
	<input checked="" type="checkbox"/> Identification and analysis of diverse problems
	<input type="checkbox"/> Complex, varied and only mildly related to those seen before
	<input checked="" type="checkbox"/> Requires understanding/evaluation of impact upon the CCA
	<input type="checkbox"/> Other:

External Contacts	<input type="checkbox"/> External communication is minimal
	<input checked="" type="checkbox"/> Regular contact with general public
	<input type="checkbox"/> External contacts involving difficult formal negotiations
	<input checked="" type="checkbox"/> Effectively deal with diverse groups and organizations
	<input type="checkbox"/> Other:

Supervisory Responsibility <i>(Typical level encountered over extensive period of time)</i>	<input type="checkbox"/> None
	<input type="checkbox"/> Authority limited to direction of temporary employees only
	<input type="checkbox"/> Orient/train others; may act in a lead capacity
	<input checked="" type="checkbox"/> Provide leadership/direction to staff on event related issues
	<input type="checkbox"/> Supervise multiple functions, with full responsibility for effective operation & results
	<input type="checkbox"/> Overall responsibility to provide direction and guidance
	<input type="checkbox"/> Other:
Number of Direct Reports: 0	

Job-Related Knowledge <i>(knowledge of...)</i>	<input checked="" type="checkbox"/> Basic skills in oral/written communication	<input type="checkbox"/> Microsoft Publisher
	<input checked="" type="checkbox"/> Microsoft Word	<input checked="" type="checkbox"/> AutoCad
	<input checked="" type="checkbox"/> Microsoft Excel	<input type="checkbox"/> Financial Management
	<input type="checkbox"/> Microsoft PowerPoint	<input type="checkbox"/> Administrative principles/practices
	<input type="checkbox"/> Microsoft Access	<input checked="" type="checkbox"/> Computers
	<input checked="" type="checkbox"/> Microsoft Outlook	<input type="checkbox"/> Other:
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

WORKING CONDITIONS/PHYSICAL EFFORT: (Check all that apply)

Working Conditions		Physical Effort	
<input checked="" type="checkbox"/> Office, computer room	<input checked="" type="checkbox"/> High noise environment	<input type="checkbox"/> Typically sitting at a desk or table	<input checked="" type="checkbox"/> Lifting 11-25 lbs
<input checked="" type="checkbox"/> Service Areas	<input checked="" type="checkbox"/> High dust, dirt, grease environment	<input type="checkbox"/> Typically standing or walking	<input type="checkbox"/> Lifting 25 lbs or more
<input checked="" type="checkbox"/> Flexible work schedules	<input checked="" type="checkbox"/> Exposure to moving machinery	<input type="checkbox"/> Bending, crouching, stooping	<input type="checkbox"/> Using Power Tools
<input checked="" type="checkbox"/> Valid TN Driver's License	<input type="checkbox"/> Exposure to chemicals	<input type="checkbox"/> Running, climbing	<input type="checkbox"/> Using Pallet Jack
<input type="checkbox"/> Travel Required	<input checked="" type="checkbox"/> Outdoor exposure to weather	<input checked="" type="checkbox"/> Intermittently sitting/standing/walking	<input checked="" type="checkbox"/> Using Utility Carts
<input checked="" type="checkbox"/> Exposure to Customers	<input type="checkbox"/> Requires Pre-employment Physical	<input type="checkbox"/> Climbing ladders/scaffolds	<input checked="" type="checkbox"/> Using Forklift
		<input type="checkbox"/> Lifting 10 lbs or less	<input checked="" type="checkbox"/> Driving CCA Vehicle

Team Member Print
Name/Date _____

Date: _____

I have read and understand the job requirements.

Team Member Signature _____

Supervisor Print Name: _____

Date: _____

Supervisor's Signature: _____

Title: _____

Copies to: Team Member
Department Director
Personnel File

For HR Use Only (Do not write below this line):