



Meetings and Events Manager I, II & III

Job Description

Position Overview:

As a Meetings & Events Manager you will be responsible for the management and ownership of both in-person and virtual events, including conferences, trade shows, conventions, special events and meetings. In this role you will manage the planning and execution of events, including projects from the initial assessment of the event needs to the post-event debriefing and billing stage.

Meetings and Events Managers often have an emphasis in either Registration or Event Planning. Some in this role will choose to work in both areas, thereby preparing themselves for higher level positions including leadership.

The Meetings and Events Manager I, II and III roles are differentiated by the individual's level of education, expertise, proven leadership and ability to mentor others. Those in the Meetings and Events Manager III role must have both event planning and registration experience.

Responsibilities:

The Meetings and Events Manager role is varied and may include management of all or some of the following areas:

- Site research, negotiations and contracting
- Project management
- Budgeting
- Client relations
- Agenda/Program management
- Lodging & housing
- Venue logistics
- Food & beverage management
- Audiovisual and production
- Speaker logistics
- Vendor management
- Special Events/Off-sites
- Website development
- Registration management
- Mobile App
- Session scanning
- Lead retrieval
- Trade Show logistics
- Exhibitor/Sponsor fulfillment
- Decor and signage
- Merchandise and Giveaways
- Transportation
- Volunteers & Staffing
- Internet & Electrical
- Special needs and accessibility
- Onsite planning & leadership

Required Skills

- Exceptional customer service skills
- Highly organized with strong attention to detail
- Excellent written and verbal communication skills
- Proficient in a variety of software: Microsoft Office Suite, Google Drive, Zoom, etc.
- Ability to manage multiple priorities and meet deadlines

- Resourceful problem solver
- Team player and collaborator
- Strong leadership
- Works well under pressure
- Proven track record of successfully executing large-scale events

Education/Experience:

Meetings & Events Manager I

- High school diploma or equivalent required
- Associates or Bachelor's degree in Event Management, Hospitality, Marketing, or related field
- 2-5+ years of recent event management experience, preferably in a third party, association, and/or corporate environment

Meetings & Events Manager II

- High school diploma or equivalent required
- Associates or Bachelor's degree in Event Management, Hospitality, Marketing, or related field
- 4-10+ years of recent event management experience, preferably in a third party, association, and/or corporate environment

Meetings & Events Manager III

- High school diploma or equivalent required
- Associates or Bachelor's degree in Event Management, Hospitality, Marketing, or related field
- 8 - 15+ years of recent event management experience, preferably in a third party, association, and/or corporate environment

Additional Considerations:

- CMP (Certified Meeting Professional) certification
- DES (Digital Event Strategist) certification
- PMP (Project Management Professional)
- Stova LMS Certification
- Cvent Certification
- Industry Board or Volunteer involvement

This is a full-time position with benefits. Employee will be eligible for company bonus

Pay Range (based on US):

Meetings & Event Manager I: \$60,000 - \$80,000
 Meetings & Event Manager II: \$71,000 - \$95,000
 Meetings & Event Manager III: \$83,000 - \$121,000

