

Event / Conference Manager

Job Code: 6727

Salary Grade: S09

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Plans, coordinates, and manages events and conferences and assists in their successful implementation. Supervises staff.

- Develops and administers operational budgets.
- Ensures compliance with purchasing policies and procedures.
- Coordinates logistics for each event, arranging lodging, supplies, equipment, and catering. Manages various social outlets for the purposes of arranging, advertising, and facilitating conference events.
- Negotiates contracts and liaises with contractors, vendors, and others.
- Supervises staff including hiring, training, and evaluation.
- Promotes events and conferences, providing information via web and printed materials.
- Works with Parking and administers parking codes for events/departments for pay stations.
- Works closely with internal departments (OU PD, Fire Marshal, Risk Management, Emergency Preparedness) to ensure compliance with university policy and procedures.
- Gather data and information for documentation and present future improvements and needs to better serve clients.
- Develops programming for events.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree

Equivalency/Substitution: Will accept 48 months of related experience in lieu of the Bachelor's degree for a total of 66 months of related experience.

Experience:

Required: 18 months in events/conference management, program administration, or a related experience.

Certifications or Licenses:

- Valid Driver's License for event management

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Able to communicate well and build rapport quickly with students, faculty, and staff
- Highly organized and able to handle multiple projects and deadlines
- Strong initiative to solve problems
- Able to effectively evaluate projects/programs and produce comprehensive reports
- Able to read and interpret policy as well as State and Federal regulations
- Detail oriented for accuracy of data and information
- Proficient in Microsoft Office

Working Conditions

Physical:

Ability to engage in repetitive motions. Ability to lift and carry.

Environmental:

Frequent exposure to pressure caused by deadlines and busy periods. May require travel. Requires contact with other departments and university officials.

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