**Senior Manager, Event Services Standard Job Description**

**Classification Title:** SeniorManager, Event Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Senior Event Services Manager, under direction, manages and supervises centralized conference services. Responsible for the design, documentation, implementation, and monitoring a comprehensive event strategy for the department they serve.

**Essential Duties and Responsibilities:**

**40% Event Planning and Management**

* Coordinates the management of event services, including reservations, scheduling, planning, service deliveries, billing, and post-event evaluations.
* Develops, manages, and oversees setup and event calendars.
* Designs, documents, implements, and monitors a comprehensive event strategy.
* Administers insurance documents and waivers of liability.
* Develops event-related policies and procedures and oversees reporting to clients.

**20% Staff Oversight and Training**

* Supervises and trains event managers, setup crew, student workers, and part-time staff.
* Determines staffing needs.
* Serves as a representative when the associate director is unavailable.

**10% Facility Operations**

* Oversees facilities and event calendars.
* Coordinates facility needs and assists in ordering new equipment.
* Reviews and approves work orders and pricing documents.

**10% Negotiation and Client Relations**

* Serves as a lead negotiator on costs.
* Develops contracts with clients.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Six years of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**