**Manager, Event Services Standard Job Description**

**Classification Title:** Manager, Event Services

**FLSA Exemption Status:**Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Event Service Manager, under direction, manages centralized conference services. Serves as point of contact for meetings, events, training sessions, conferences, and special events.

**Essential Duties and Responsibilities:**

**40% Event Management and Coordination**

* Manages event services, including reservations, scheduling, planning, service deliveries, billing, and post-event evaluations.
* Develops, manages, and oversees facilities and event calendars.
* Coordinates event logistics, ensuring all details are finalized and implemented.
* Negotiates costs and develops contracts with clients.
* Oversees the execution of event services to ensure quality and client satisfaction.

**20% Budget and Financial Oversight**

* Develops and oversees unit budgets.
* Monitors and tracks financial performance related to event services and facilities.
* Prepares financial reports for internal and external stakeholders.
* Ensures financial compliance with university policies and procedures.

**10% Policy and Procedure Development**

* Develops event-related policies and procedures.
* Oversees reporting to university and external clients regarding event operations.
* Administers insurance documents and waivers of liability.

**10% Staff Management**

* Manages assigned staff.
* Coordinates training, development, and performance evaluations for staff.
* Ensures staff adheres to policies and procedures related to event services and facilities.

**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:**

* Five 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**