

BOISE METRO CHAMBER OF COMMERCE JOB DESCRIPTION

Job Title: Events Manager

Reports to: President & CEO

Job Classification: Full-Time, exempt

Date Last Revised: February 29, 2024

Summary

The Events Manager is responsible for planning and organizing Chamber events, conferences, and trade shows as well as all operational, implementation and post-event activities.

Minimum Requirements

Bachelor's degree from college or technical school and experience in event planning or related positions or equivalent combination of education and experience. Requires a valid driver's license and own vehicle with insurance to travel to event locations. Proven negotiation skills with hotels, caterers, and other event vendors. Must demonstrate ability to prepare accurate event budgets and effectively manage expenses, develop professional relationships, and coordinate the efforts of staff, committees, and volunteers in support of events. Ability to problem solve and work independently in a changing and multi-tasking environment with numerous deadlines. Also requires **excellent written and verbal communication**, organizational, planning, time management, leadership, and project management skills, self-motivation, ability to work flexible hours, attention to detail, accuracy, and thoroughness, and strong computer skills (Microsoft Office, Excel, Adobe InDesign, and customer relationship management software).

Essential Job Functions

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be available, upon request, to enable individuals with disabilities to perform the essential functions.

- Collaborate closely with staff and committees to define event goals, objectives, and specific implementation plans.
- Manage and negotiate agreements with outside providers and subcontractors to ensure lowest cost and highest quality of service.
- Source venues, manage all catering, audio-visual, and rental needs for events.
- Identify all aspects of event risk assessment and crisis management planning strategies.
- Work with communications staff to develop marketing materials, event programs and tools for events.
- Work closely with sales staff on securing sponsorships for major events.
- Establish communication protocols and operating procedures with key stakeholders, committees, and staff.
- Manage and ensure event details, participant registrations and sponsorship information accurately captured by customer relationship management software.
- Support the sales staff in securing Table Sponsors for all events.
- Manage and establish staff schedules and task assignments for events.

- Supervise, direct, and coordinate the activities of staff, speakers/presenters and vendors as required to successfully execute all aspects of the event on the scheduled delivery day.
- Develop reports and distribute as required to committees, sponsors, vendors, staff, and others.
- Ensure speakers are briefed and prepared to provide effective presentations and materials.
- Set up, install, and operate audio & video equipment used to enhance events, such as microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing equipment.
- Conduct post-event debriefing sessions including attendance, participant feedback and budget analysis; ensure all necessary follow-up with sponsors and vendors.
- Develop, monitor, and manage event budgets; provide monthly variance detail and projection information.
- Maintain a calendar of events and implement a system that enables and anticipates long-term planning and effective event management.
- Prepare annual program budgets, monitor financial performance, and implement cost control measures as needed.
- Manages Business After Hours & Kick Off of Operation Thank You, an outreach event for our members.
- Conduct research and develop feasibility studies to identify new event opportunities for Chamber.

Supervisory Responsibilities

This position has no direct reports.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; perform tasks requiring manual dexterity such as keyboarding, filing, stapling, sorting, and collating; and talk or hear. The employee frequently is required to walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to ten pounds and frequently lift and/or move up to thirty pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and the risk of electrical shock. The noise level in the work environment is usually moderate.

Employee

Date

Supervisor/President & CEO

Date