

## Job Description

**Position Title:** Events Manager

**Reports To:** Vice President of Communications & Marketing

**Department/Division:** Communications & Marketing

### **Summary of Position:**

The Events Manager coordinates and manages the Chamber's special events as specified by the Chamber's Plan of Action and by the department Vice Presidents. In addition, the Events Manager often provides secondary staff support to a number of specific Chamber committees/task force and groups dealing with special events.

### **Principal Accountabilities:**

Plans and coordinates most Mobile Area Chamber events within each event budget. This includes choosing venue, catering, audio visual needs, transportation needs, entertainment, rentals, and decorations.

Attends every event they coordinate. First to arrive and last to leave to ensure proper handling of all details.

Maintains event related supplies housed at the Chamber such as linens, easels, the beverage closet, signs, banners, decorative items, etc.

Creates and maintains a master calendar for all Chamber events, so that Chamber events do not conflict with one another. Special events, hosted by the Mobile Area Chamber, will be booked through the Event Manager.

Maintains timelines for most Mobile Area Chamber events.

Maintains vendor rotation of caterers, sign companies, specialty items and venues.

Perform other tasks as outlined by the Vice President.

### **Areas of Delegated Responsibilities:**

Works very closely with all Mobile Area Chamber departments, as this position coordinates most of the organization's event logistics. Must be able to work well with all departments' staff and volunteers.

**Education/Experience:**

A minimum of a bachelor's degree in a field related to communications with at least three years of special events planning and/or communications/public relations experience, superior organization skills; detail oriented; ability to work with Chamber staff; ability to handle multiple duties; ability to work under pressure with a positive attitude; basic journalism skills such as proofreading, photography; social media posting; ability to perform duties with minimum supervision is required. Advanced level capabilities in Microsoft Word, Excel and InDesign are preferred.

**Exempt** \_\_\_\_\_ **Non-Exempt** \_\_\_\_\_  
This accurately reflects the description of my job and principal accountabilities.

\_\_\_\_\_  
Employee President

\_\_\_\_\_  
Date