



EVENT MANAGER JOB DESCRIPTION

Position:	Event Manager
Reports to:	President/CEO
Direct Reports:	None
Classification:	Exempt
Job Location:	Office Environment with time at events & member locations

Position Requirements and Qualifications: Self-motivated, results oriented individual with the ability to manage several tasks simultaneously and work in abstract environments. Must show demonstrated success in events management; excellent negotiation skills, strong sense of urgency, excellent verbal and written communication skills; exceptional customer service skills and professional, mature attitude with ability to remain calm under pressure. Must be able to lift heavy boxes and supplies and be able to work outside in heat and cold during events.

Primary Responsibilities: Responsible for all chamber organized events to support the organization and community; various size special and annual events including but not limited to:

- Chamber Banquet
- Food Truck Festival
- Bowling for Business
- Sharks in the Park
- Chamber Open Golf Tournament
- Steins in the Park
- Trick or Treat on Main Street
- Lights On
- Christmas Parade
- Monthly Member Lunches

Able to create event objectives and determine most cost-effective means for resources and communication. The Events Manager has responsibility for each event including organization, preparation, promotion, budget and logistics.

Specific Duties:

- Oversees planning and logistics for all on-site and off-site organization events; attends all chamber events; motivates and recruits volunteers.
- Works with Chamber President/CEO and team to plan event schedule and develops short and long term strategies for resources and communication; works closely with sponsors to understand objectives and requirements.
- Establishes vendor relationships and preferred vendor pricing for all aspects of event planning; able to negotiate and persuade business partners and vendors to gain cooperation, make cost effective decisions and achieve customer objectives.
- Manages client, sponsor and organization's expectations with clear and persuasive communication.
- Develops sources of non-dues revenue.
- Creates projected income/expense reports for each chamber event.
- Ensures set-up, coordination and execution of all events.
- Provides support for any volunteer committee organized to develop and produce chamber special events.

- Develops and maintains policies for booking and coordinating meetings.
- Solicits sponsorships for events.
- Creates initiative to evolve department based on changing business needs and feedback from business partners, team members and vendors.
- Works closely with Chamber Team including President/CEO, Marketing and Membership Specialist, Membership Engagement Specialist and Admin Support Specialist.
- Other duties as assigned

Preferred Experience:

- Knowledge of Able Commission laws and requirements
- Experience working with vendors and Department of Commerce on necessary paperwork.

Salary and Benefits: Commensurate with experience/qualifications.

Submit resume, cover letter and three references to angie.duntz@jenkschamber.com or by mail at PO BOX 902 Jenks, OK 74037 by Tuesday, December 31.