



JOB DESCRIPTION

JOB TITLE:	MANAGER OF EVENTS
DEPARTMENT:	MEMBER DEVELOPMENT AND EVENTS
REPORTS TO:	VICE PRESIDENT, MEMBER DEVELOPMENT
WAGE CATEGORY:	EXEMPT

JOB STATEMENT

The Manager of Events will lead us to reimagine how to best reach Vegas Chamber members through exciting and informative in-person, virtual and hybrid Events for the business community at large. The Manager works at a strategic level to create and maintain relationships within existing Event sponsors, manages the Events department yearly budgets, and fulfills sponsorship benefits. The Manager also coordinates with internal teams to develop strategies that improve efficiency and accuracy of Event planning and execution. This position actively supports and participates in all other Vegas Chamber programs/events and is always working towards elevating our members' experiences. Support can extend to Government Affairs events, along with Executive Team meetings and receptions. Events at the Vegas Chamber include, but are not limited to: Preview Las Vegas, Board of Trustees Installation, MAC Night Out, Eggs & Issues, Business of the Year Awards Luncheon, Business Power Luncheons, recurring membership-based events and Business Expo.

ESSENTIAL FUNCTIONS/OBJECTIVES

- Interview, hire, train, and mentor team members
- Develops event and programming strategies that match our mission, vision, and values.
- Assists internal team to fulfill sponsorships as assigned. Communicates and strategizes with the Finance and Membership Teams to track and fulfill sponsorship requirements.
- Works with VP of Membership and internal team to evaluate existing processes and recommends, creates, develops, and administers process strategies.
- Responsible for staffing at all Events; guides staff/volunteers and escalates to Management/Executive Team to hold accountable as appropriate.
- Executes cash flow positive Events and reports to the VP of Membership on the success of each event including areas for improvement following the event.
- Reports to the VP of Membership on sponsorship reporting, allocation and fulfillment, providing a recap for review before sharing with sponsors.
- Work closely with Director of Membership and Membership Team on all Chamber Member and sponsorship-related events.
- Assist the VP of Membership, VP of Marketing and Director of Membership to create sponsorship sales deck for all events.
- Negotiate all event contracts, build relationships with vendors and track all event expenses and revenues.
- Oversees and co-manages a centrally located Events calendar, including information for all speakers, timeline/show-flow, and other departments, personnel, or events that are affected by changes to each event.
- Aligns event activities with the Vegas Chamber's value proposition.

- Conducts regular internal meetings about Events to secure sponsorships, program, speakers, venues and related details.
- Works closely with Marketing, Communications and Executive Business Administrator to request scripts, graphics, collateral, schedules, and any other sponsor items listed, ahead of deadlines and timelines.
- Oversees the management of the registration process at all events.
- Assists the VP of Membership to develop and monitor Event's budgets, ensuring they meet quality and value standards.
- Leads by example and guides others toward achieving goals and deadlines. Fosters team spirit and cooperation.
- Mentors new and existing talent.
- Assists in all aspects of the department, including internal event set up and take down.
- Holds self to the highest level of professionalism, leading by example to achieve results.
- Assists the Government Affairs Team with their events including logistics, room set up and room take down.
- Other duties as assigned.

JOB SPECIFICATIONS

- 4+ years of relevant experience preferred.
- Knowledge of event management required.
- Knowledge of membership organizations preferred.
- 4+ years of experience building, leading, and inspiring a team.
- Proven Track record of execution of events of all sizes (from 20-2,000 attendees).
- Excellent communication and collaboration skills in a team setting.
- Strong listening, negotiating, presenting, written and verbal communication skills.
- Ability to calmly manage multiple events simultaneously and strategically.
- Experience in venue selection, negotiations, contracts and vendor management.
- Strong knowledge of local venues.
- Proactive, energetic, and relentless to raise the bar on how business is done in Las Vegas.