

Ohio University – Compensation 2014
Job Family: Event Management | Career Track: Individual Contributor

Provides operations and event management services to the University and/or local business community. Responsibilities include collaborating with internal and external partners to design and develop programs, conferences, and events; determining venues, catering, and all physical and technological event requirements; managing volunteers, student employees, and staff to provide a high quality experience to all attendees; designing, developing, and preparing marketing and communication materials and website updates; coordinating event logistics and resolving event problems and issues. LEVEL PROGRESSION ASSUMES INCLUSION OF RESPONSIBILITIES AT LOWER LEVELS.

	Individual Contributor I	Individual Contributor II	Individual Contributor III	Individual Contributor IV	Individual Contributor V
Accountabilities	<p>PEOPLE Hires, trains, and manages student employees. Works closely with internal and external customers to provide event management services.</p> <p>OPERATIONS Coordinates programs and events with internal and external clients. Coordinates logistical requirements with campus partners such as facilities management, information technology, culinary services, auxiliary services, Ohio University police, student organizations, environmental safety and health and other related departments. Following established guidelines and standards, develops marketing, promotional, and/or communications related to events and conferences. Plans and provides oversight for logistics such as equipment, lighting, audio-visual, seating arrangements and capacity, and related technical requirements to accomplish prospective events. Determines discounts and other cost differentials for customers.</p> <p>BUDGET Monitors assigned budget(s).</p>	<p>PEOPLE Develops working relationships with University departments such as facilities management, information technology, culinary services, Ohio University police, student organizations, environmental safety and health and other related departments to facilitate implementation of events and conferences.</p> <p>OPERATIONS Develops, plans, and provides oversight for the execution of programs and events. Develops marketing and communications-related materials for event services department as well as materials for individual events. Plans and determines event concepts and themes. Chairs committees charged with event planning and execution.</p> <p>BUDGET Develops, analyzes, and/or administers budget(s) and/or grants.</p>	<p>PEOPLE Collaborates with members of the internal and external University community including the Athens business community and other related organizations.</p> <p>OPERATIONS Researches, plans, promotes, and/or evaluates service offerings. Establishes program goals and sales objectives. Assesses and analyzes programs and operations. Develops policies and procedures related to event services. Develops, negotiates, and manages agreements and contracts. Oversees the execution of large programs and events. Develops strategies for and oversees complex emergency and crisis response procedures.</p> <p>BUDGET Develops and manages program budget(s) and/or contracts/grants.</p>	None specified.	None specified.
Requirements	Knowledge and expertise in concepts, principles, and practices of event management typically obtained through a Bachelor's degree in business and 0 to 2 years of event management-related experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Advanced knowledge and expertise in concepts, principles, and practices of event management typically obtained through a Bachelor's degree in business or related field and 2 to 4 years of related event management work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.	Seasoned knowledge and expertise in concepts, principles, and practices of event management typically obtained through a Bachelor's degree in business administration or related field and 4 to 6 years of related event management work experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure will apply at the position level.		