

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

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.

	Management I	Management II	Management III	Management IV	Management V
Accountabilities	<p>PEOPLE Hires, trains, and directs student employees and staff.</p> <p>Works with the University community to deliver events and programs.</p> <p>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 Provides day-to-day supervision of event and conference management services. Schedules staff and resources.</p> <p>Develops resources, training materials, and communications/marketing.</p> <p>Maintains equipment and inventories.</p> <p>Works directly with internal and external clients to plan and coordinate event details such as setups, parking, catering, website registration, billing, and related services. Provides problem resolution and direct intervention on crises.</p> <p>Develops procedures related to access and security.</p> <p>BUDGET Purchases supplies and equipment.</p>	<p>PEOPLE Supervises student employees and/or staff who manage other student employees.</p> <p>Responsible for maintaining a work culture that is customer service oriented, productive, healthy, and valuing of diversity. Responsible for attracting, rewarding, engaging, and developing talent.</p> <p>OPERATIONS Provides oversight of event and conference management services. Manages projects and workflow to ensure project goals and deadlines are met.</p> <p>Develops and enhances event services offerings.</p> <p>Plans and implements marketing programs and related communications to promote services.</p> <p>Plans and recommends rates for specific event services. Develops procedures related to department operations such as reservation priority, fee implementation, deposit requirements, refund terms, and payment deadlines.</p> <p>BUDGET Approves expenditures within assigned budget. Monitors budgets to control labor costs and expenses.</p>	<p>PEOPLE Manages and prioritizes staff work plans.</p> <p>Responsible for establishing and cultivating a work culture that is customer service oriented, productive, innovative, and valuing of diversity.</p> <p>Works with internal and external customers to develop and implement programs and events.</p> <p>Collaborates with members of the internal and external University community to initiate, develop, and provide oversight to programs and/or events.</p> <p>OPERATIONS Manages professional/administrative, classified, and student staff. Determines and implements annual work plans. Determines priorities and effectively allocates financial and human resources. Provides oversight on projects and workflow to ensure project goals and deadlines are met.</p> <p>Develops policies, procedures, and standards for event planning including crisis management, environmental safety and health, financial, and operations.</p> <p>Ensures compliance with federal, state, and local laws, regulations, codes, and/or standards. Monitors changes in guidelines, laws, and regulations related to area of responsibility and implements necessary changes to procedures.</p> <p>Oversees and/or provides high impact problem resolution and crisis management.</p> <p>BUDGET Develops budget for unit. Reviews and monitors budgets.</p>	<p>PEOPLE Determines and aligns unit work plans and goals with the overall strategies established for the planning unit.</p> <p>Works with senior level leaders to provide vision, planning, and management of event facilities and services.</p> <p>Develops partnerships with the internal and external University community including the Athens business community and other related organizations in order to develop programming and services to meet current and future needs.</p> <p>OPERATIONS Provides strategic vision and directs staff, typically through subordinate managers.</p> <p>Oversees and has accountability for strategic and operational direction for event services and event facilities which provides event management for the entire University community. Sets priorities; ensures legal compliance and develops and ensures adherence to federal, state and local laws, University policies, and relevant regulations.</p> <p>BUDGET Develops, reviews, defends, and monitors assigned budgets. Forecasts unit expenses, which involves reviewing and analyzing statistical and historical data, considering the impact of identified internal and/or external variables.</p>	None specified.

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	Management I	Management II	Management III	Management IV	Management V
Requirements	Knowledge and expertise in concepts, principles, and practices of event management typically obtained through a Bachelor's degree and 0 to 3 years of event management experience including experience as a lead. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.	Knowledge and expertise in concepts, principles, and practices of student services typically obtained through a Bachelor's degree in business administration and a minimum of 3 years event management experience including supervisory experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.	Knowledge and expertise in concepts, principles, and practices of event management typically obtained through a Master's degree in business administration or related field and 3 to 5 years of event management experience including significant management experience. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.	Seasoned knowledge and expertise in theories, concepts, and principles of event management typically obtained through a Master's degree in business administration or related field and 5 to 7 years of event management work experience including experience managing a team of professional employees. An equivalent combination of education, training, and experience is acceptable in lieu of the minimum education requirements. Specific knowledge, certifications, and licensure for the position.	

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