



Position Title: Manager of Event Services

Departments: Event Services

Reports to: Director of Facilities Operations & Construction Projects

Position Summary:

This position is responsible for the leadership and administration of all conference and event management services for internal constituencies and external clients, provided by the Event Services department.

Directly plans and executes specific high-quality campus events, ceremonies and external events including summer conferences. Must be available to attend events representing the University and follow through on event logistics; evening and weekend work required.

Primary/Essential Job Duties:

- Provide leadership and administration of a visionary Event Services program.
- Administer staff meetings and create goals and objectives for Event Services.
- Create, maintain, and administer operating policies and procedures for Event Services; analyze, recommend, and implement changes in policies/procedures.
- Review, sign and negotiate contracts and agreements.
- Serve as liaison for Event Services with various University departments, students, and community members; serve on numerous event committees and meet individually with event planners, offering guidance and expertise to ensure that proper event protocol is followed, events are in alignment with the University's overall strategy and brand, and to minimize conflicts with other University activities, ensuring the successful production of events on campus
- Mediate internal and external client complaints and evaluate customer satisfaction.
- Coordinate management of internal and external event activities with academic components, athletics, food services, technology, safety, and facilities operations, and related services.
- Ensure that all internal and external events are planned and executed in accordance with established policies and procedures of departments including Facilities Operations, Safety, Food Service and IT.
- Be available to attend events representing the University and follow through on event logistics; evening and weekend work required.
- Responsible for expanding conferences and events on the Crete, Lincoln, and Omaha campuses to external clients with the goal of generating additional exposure and revenue for the University.
- Manages cost effectiveness of events, including labor, technology, and other resources; use of a competitive bid process, selecting vendors based on cost, quality and ability to meet deadlines.
- Serves as the primary point of contact and assists University officials with the evaluation, negotiation and execution of event agreements and riders. Oversees the execution of these events to ensure compliance with the terms and conditions in the agreement.

- In collaboration with various other departments, manage all logistical arrangements and overall planning for institutional ceremonies including Commencement, Opening Convocation, Baccalaureate, and Inauguration.
- Assist with the coordination of special events for the Office of the President.

Supervisory Responsibilities: Yes

- Full supervision: Event & Conference Coordinator
- Direction for event staff

Education/Training:

- Bachelor's degree preferred; equivalent work experience considered
- Five or more years of experience in a supervisory capacity with active experience in events management
- Valid Nebraska Driver's License and a driving record acceptable to the college's automobile insurance provider

Qualifications/Skills/Abilities Needed for Success:

- Proficient in MS Office and scheduling software
- Experience must demonstrate the ability to communicate verbally and in writing with the general public and with a diverse staff and student population
- Willingness and ability to be involved in campus committees as requested by the Director of Facilities

Physical/Environmental Requirements:

Light work. Exerting up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

Exposed to both indoor and outdoor elements