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| **Job title** | **Director of Meetings & Events** |
| **Job Family** | Administrative  |
| **Reports to:** | Chief Executive Officer  |
| **Supervises:** | N/A |
| **Classification:** | Full-Time, Exempt |

**Job Purpose**

The Director of Meetings & Events plans and manages all operational aspects of day-to-day events, which involves but not limited to) ensuring the venue is clean and all equipment is working. Directly responsible for the profitable development and management of the venue.

**Duties and Responsibilities**

Administrative

* Respond to inquiries (via email and/or phone) in a timely manner, meet with potential clients, discuss venue operations, review, and sign contracts.
* Troubleshoot any issues that arise with venue.
* Manage and resolve any conflicts that arise with clientele.
* Maintain event calendar for all spaces.
* Coordinates with Director of Marketing and Communications to continually promote the venue in the best light and maintain Venue website, WeddingPro, Facebook and Instagram accounts.
* Coordinates with Director of Operations for general maintenance & cleaning schedule.
* Coordinates with IT Department for AV needs and equipment for all meetings and events.
* Meet and network with local wedding and event vendors.
* Plan, design, decorate and manage all Association Membership Meetings and Events. Events to include: Past President’s Luncheon, Holiday Luncheon, and Installation Banquet.
* Prepare virtual meeting features such as registration, recording, polling, breakout rooms, and other relevant functionality based on membership meeting requirements.
* Manage all aspects of the venue, including but not limited to vendor communications and management, parking, venue supplies, etc.
* Travel as necessary to wedding shows and plan and decorate booth space.
* Order furnishings, signage and visuals that elevate the venue and meeting experience, within budget and desired outcome.
* Order products and services as requested by CEO.
* Other meeting and event duties, as assigned by CEO.

**Financial Responsibilities**

* Assist billing department with event collections and deposit refunds.

**Required Skills**

* Attention to detail and extremely organized team player.
* Highly effective at “multi-tasking”.
* Excellent written and verbal communication skills.
* High degree of integrity and ethical standards.
* Able to convey information effectively.
* Exceptional customer service and support skills.
* Skilled in meeting deadlines and adapting to fast-changing priorities in a challenging and fast-paced work environment.
* Ability to think in innovative ways to find solutions to problems.

**Essential Soft Skills**

* Emotional Intelligence
* Adaptability
* Integrity
* Strong work ethic
* Dependability
* Creativity

**Required Technology**

* Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook, and Teams
* MLS, Magic, and Supra
* Distance learning and meeting platforms

**Education and Experience**

* High School Diploma required. Bachelor’s degree is preferred.
* Minimum of 3 years of professional event planning or event venue experience.
* Wedding/Event planning experience is preferred.
* Certified Meeting Professional Certification not required but a plus.

**Physical Requirements**

* Flexibility to work long hours and weekends.
* Ability to walk, stand, and sit (including on the floor) for long periods of time.
* Must be able to lift and carry supplies weighing up to 30 pounds.
* Position will require bending, leaning, kneeling, and walking.