

Events Manager Position

The Cable Center, located in Denver Colorado, is seeking an exceptional candidate for the position of Events Manager. This position is responsible for managing and directing the Events department, market the Center for facility rentals and provide event planning for internal events hosted by The Center as needed or requested.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Works closely with the CFO to develop and implement new revenue strategies to increase event revenue.
- Manages, oversees, sales and plans all event rentals which includes increase of facility rental bookings and revenue through actively promoting the Center with advertising, marketing, networking, and other promotional efforts.
- Manages any event interns or staff in handling all of the Cable Center's events; provide training, guidance and management to the events staff in handling facility rental events at the Cable Center and events hosted by the Center.
- Actively works with the Marketing and Development Department for all advertising and marketing materials for facility rentals.
- Actively works with the Marketing and Development Department to develop social media outlets along with event web-site management.
- Coordinates staffing of event management for events which includes: ensuring the staff is trained in proper facility maintenance, each event is appropriately set with vendors who follow Cable Center guidelines from set-up through clean-up; emergencies are handled throughout the event in a timely manner; and that guests have a satisfactory experience which may bring return business to The Cable Center.
- Develops agreements as well as determines and manages vendor relationships with catering companies, security administration, parking services and all outside event staffing companies.
- Develops an annual budget for the events department including promotional needs such as advertising, staffing, office supplies, furniture, etc.
- Maintains staff memberships with local and national organizations including NACE, ISES, MPI, Denver Metro Chamber and other event related networking groups.
- Manages budget, develops changes for approval as needed and reviews the budget with the CFO on a regular basis.
- Works with the CFO and outside legal counsel to develop master rental agreements for all facility rentals; maintains all records of events booked, manages all negotiations, fees, insurance, and addresses any special legal requests.
- Generates monthly reports evaluating sales numbers/leads and sources, with details, for evaluation of effectiveness of marketing materials.
- Manages the events database used to evaluate all revenue from events and additional revenue sources; as well as manage the data entry to ensure all revenue is billed timely and accurately invoiced.
- Acts as the main contact for vendors, which includes Accounts Payable invoices and timely coding for processing payments.

OTHER DUTIES AND RESPONSIBILITIES include the following:

- Acts as the main contact for all internal TCC events.
- Outsources for additional event staff on an as needed basis.
- Negotiates larger contracts, but does not sign.
- Authorizes spending up to \$2,500.
- Represents The Cable Center at meetings and events without supervision.
- Performs other duties, as assigned.

SUPERVISORY RESPONSIBILITIES

Manages people, program(s) and/or budget. Directly supervises and hires any staff, including interns, in the Events department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training any event staff; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

- Event management experience required.
- Cable industry experience and knowledge helpful.
- Excellent organizational skills required.
- Proactive Sales ability and technique
- Demonstrated ability to manage people, and to get results through others.
- Excellent interpersonal, negotiation and communication skills.
- Strong project management skills; ensures that all work is completed effectively; solves problems and monitors the progress of work against schedules and budgets; maintains high performance standards.
- Ability to identify and evaluate business opportunities.
- Familiarity with local and regional professional organizations related to event planning and the cable industry.
- EMS Software experience helpful.
- PR/Marketing experience helpful.
- Ability to read and interpret financial statements a plus.
- Drives mission of the organization.
- Must attend certain event functions and maintain outstanding attendance in order to fulfill the essential job functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from a four-year College or University; or at least five years related experience and/or training; or equivalent combination of education and experience.

SALARY/BENEFITS

The Events Manager position is a Full-Time, Exempt position with a generous benefit package that includes medical, dental, vision, life, disability, and 403(b) plan, including a 5% employer

contribution beginning after 1 year of service. Four weeks of PTO are accrued during first year. Salary is commensurate with experience.

TO APPLY

Please submit your resume and cover letter by emailing them to Hiring@CableCenter.org with “Events Manager” in the subject line. Please include 5 years of salary history in your cover letter. Incomplete submissions will be rejected.