



Title: Events Manager

FLSA Status: Exempt

Reports to: Senior Director, Events

Location: Tampa, FL

Objective

Under the leadership of the Senior Director, Events, assists in organizing and coordinating all Tampa Bay Chamber events

Responsibilities

- Assists Senior Director, Events in planning and logistics for all on-site and off-site membership, military, policy, and designated leadership program events
- Manages or assists in all logistical aspects of event planning including creating event registration webpages, database management, registration management and attendance tracking, communication, Audio/Visual needs, food & beverage, vendor management, and onsite management
- Serves as event lead and oversees all event management for the Chamber’s Competitive Edge series, women’s programming events, sports team luncheons/events, and additional events as assigned
- Serves as event logistics support to VP Advocacy for all public policy events
- Serves as event logistics support to Director Military and Workforce Development for all events
- Manages TBC, venue, sponsor, attendee and speaker expectations with superior verbal and written communication
- Provides service to general membership as it relates to event questions, registration, database access, member benefit questions, invoicing, and applying payments
- Creates, manages, and is accountable for event budgets for all assigned events
- Supports Senior Director, Events with assigned Chamber committees, working with volunteers, writing agendas and recording meeting minutes
- Works cooperatively and positively with all Chamber staff members and volunteers to promote an environment of excellence
- Documents all work processes and procedures thoroughly and accurately
- Other tasks as assigned

Specifications

- Bachelor’s Degree required
- Demonstrated experience in logistics and planning, with a minimum of 2 years of experience required
- Experience in database and website content management preferred
- Excellent verbal, written, negotiation, and organizational skills
- Excellent customer service skills

- Strong sense of urgency, ownership, and work ethic
- Ability to perform multiple job functions and tasks with minimum daily supervision
- Ability to multi-task
- Experience and proficiency with Microsoft Office software, specifically data merges
- Able to learn and effectively and efficiently use Chamber database software
- Must conduct yourself in a professional manner
- Flexible scheduling required – including early mornings and evenings during the week

Relationships/Accountabilities

- Accountable to Senior Director, Events to assist with event planning and logistics
- Responsible to meet and manage expectations of Speakers, Sponsors and Venue
- Works cooperatively and positively with all Chamber staff members and volunteers to promote an environment of excellence, teamwork, dignity and respect.
- Exhibits a total commitment to maintaining high quality service standards of the Tampa Bay Chamber; demonstrates service excellence skills in dealing proactively with members, visitors, colleagues, and all Chamber contacts.

This document in no way states or implies that these are the only duties to be performed by the employee occupying this position. All applicants are subject to pre-employment drug and background screenings.