

Job Description

Position Title: Manager, College Events

Job Family: External Relations

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The College Events Manager provides leadership and accountability for College events including large signature events as well as external and internal events. The College Events Manager reviews, analyzes, and evaluates the effectiveness of events college-wide and makes recommendations for improvement. The College Events Manager manages event budgets, ensuring effective allocation of resources to achieve desired outcomes while maintaining financial targets.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Works closely with the College Chancellor and Executive Leadership, develops plans and strategies to leverage events and College facilities to elevate the College positioning and engagement with external and internal stakeholders and constituencies and increase brand awareness.
2. Leads the development and implementation of complex event workflows and approvals in close collaboration with Facilities, IT, Campus Police, External Relations, and Campus Vice Presidents.
3. Oversees all aspects of event planning and execution of large College signature events that garner internal and external stakeholder engagement, including venue selection, logistics, vendor management, production, and on-site coordination.
4. Drives creation of new events that support the College mission and advance College goals. Maintains contact with client on a regular basis to develop a relationship.
5. Serves as the College's liaison with external stakeholders who use college facilities for events, such as private businesses, local nonprofit agencies, educational groups, military branches, and elected officials.
6. Supervises production of event design for large internal and external events overseeing set designers, graphic artists and marketing coordinators and contract vendors.
7. Creates, in collaboration with PCC-TV and IT, events in virtual, hybrid and live formats.
8. Oversees the development and implementation of department and event budgets, RFPs, purchasing processes, and contracts with event support vendors and venues.
9. Anticipates and mitigates potential risks associated with events, monitors compliance with federal, state and local event safety and capacity requirements and compliance with ADR usability requirements and College standards.

10. Conducts post-event evaluations to measure success against key performance metrics, providing insights and recommendations for continuous improvement.
11. Participates in professional development to maintain knowledge of project planning principles and planning software, event diagrams and event equipment specifications and uses.
12. Represents the College at a variety of internal and external activities and functions.
13. Hires, trains, assigns, and evaluates staff and department workflow.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of regulatory compliance principles and practices
3. Knowledge and application of organizational and time management principles
4. Knowledge of principles and methods for promoting programs and services
5. Knowledge of internal and external customer service principles and practices
6. Knowledge of project management principles
7. Skill in analyzing data and drawing conclusions
8. Skill in budget/resource management
9. Skill in effective communication (both written and oral)
10. Skill in independent decision making
11. Skill in people leadership and supervision
12. Skill in performing a variety of duties, often changing from one task to another of a different nature
13. Skill in problem solving
14. Skill in program development and process improvement
15. Skill in public speaking
16. Ability to adapt and maintain professional composure in emergent and crisis situations
17. Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
18. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- **Organizational Culture:** Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- **Governance, Institutional Policy, and Legislation:** Allows impact on the guidelines that determine how the College operates.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Business Management or Marketing or a closely related field of study required.
 - Master's degree or in Business Management or Marketing or a closely related field of study required.
 - Three (3) to five (5) years of related experience required.
 - Five (5) to eight (8) years of related experience preferred.
 - One (1) to Three (3) years of supervisory experience required.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.

- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours