

GBNP EVENTS INCORPORATED
POSITION DESCRIPTION

Event Manager

Under the direction of GBNP Events Inc. Board of Directors the Event Manager is responsible for planning and executing various aspects of on-site events that exceed customer expectations, create client satisfaction, increase event business and meet revenue expectations to achieve financial sustainability for the Gordon Bubolz Nature Preserve.

The essential functions of the Event Manager include the following:

- 1) managing the event planning and implementation process in cooperation with the Executive Director of the Gordon Bubolz Nature Preserve and in accordance with Preserve mission and vision
- 2) ensuring prompt and efficient communication with customers throughout the event planning and implementation process while ensuring the highest level of customer service
- 3) partnering with external customers, Preserve staff and applicable vendors in identifying event objectives and determining the requirements that must be met to accomplish those objectives (to include facilities, set-up, tear-down, cleaning services, food & beverage, etc.)
- 4) determining logical sequencing of steps necessary for successful event execution and anticipating event needs/discern priorities
- 5) developing efficient schedules and timelines in order to meet project/event deadlines
- 6) scheduling sites and coordinating services (audiovisual, technical details, seating, etc.)
- 7) serving as primary liaison to catering vendor
- 8) acting as event point-person on site
- 9) hiring, scheduling and training of event staff, set-up, tear-down and cleaning crews in a manner that ensures efficient usage of staff time and supports event success
- 10) collaborating with designated staff regarding event alcoholic beverage requests
- 11) negotiating contracts for services, approving invoices and maintaining financial records in partnership with Office Manager and applicable Preserve staff
- 12) partnering with Community Engagement Director in marketing of the Preserve, event space and services
- 13) proposing new ideas to improve the event planning and implementation process
- 14) representing GBNP Events at community functions showcasing available event space
- 15) availability to work an irregular schedule as required to ensure proper coordination of events and activities scheduled

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- 16) working with Preserve staff regarding policies and procedures, facility management guidelines and the formation and implementation of the marketing plan and annual operating budget
- 17) increasing and growing utilization of The Lodge and other preserve facilities to achieve self-sustaining business goals
- 18) reporting quarterly performance to GBNP Events Board of Directors
- 19) assisting with general Preserve event support and volunteer oversight as needed
- 20) performing other duties and responsibilities as assigned

Qualifications

- Minimum of an Associate's Degree in event management, marketing, PR or related field and at least 2 years related work experience; 5 years directly-related work experience may substitute
- Excellent interpersonal communication and organization skills required
- Ability to manage multiple projects simultaneously, prioritize and work under pressure
- Upbeat, energetic and positive attitude
- Highly motivated, personable, articulate and diplomatic
- Ability to build and maintain relationships with both external and internal customers
- Strong ability to work independently, yet enthusiastic to be part of a team
- Experience working in a not-for-profit environment, preferably one with an environmental or educational background a plus
- A passion for the outdoors and ultimately the preserve's mission
- Ability to effectively communicate the preserve's mission and purpose
- Flexibility in scheduling to accommodate regular evening and weekend hours

Language Skills

Ability to read, analyze and interpret data and documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write a business letter/email. Comfortable and competent in presenting to and speaking in front of groups and individuals.

Reasoning Ability

Ability to define problems, collect data, establish facts and draw valid conclusions.

Other Skills & Abilities

Position requires demonstrated applied skills in word processing and computer software including, but not limited to, Microsoft Office Suite. Ability to work without direct supervision in an office

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environment is required. Ability to hold a valid Wisconsin Driver's License and possess reliable transportation that can be utilized for work purposes.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands/fingers to handle objects, tools or controls, reach with arms and hands. The employee frequently is required to talk or hear. The employee is regularly required to conduct tours of event space for customers and potential customers.

The employee must regularly bend, squat and must regularly lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The noise level in the work environment will vary from low/moderate to potentially high during certain events. This is a non-smoking work environment. Employee will occasionally be required to perform work outside of the office environment to include exposure to weather and temperature extremes. May occasionally be required to walk on slippery or uneven surfaces.