

LIST OF CURRENT JOB OPENINGS IN WEBER COUNTY CORPORATION. PLEASE
DISTRIBUTE TO PERSONS IN YOUR AGENCY CONCERNED WITH JOB RECRUITMENT
AND PLACEMENT

<u>JOB TITLE</u>	<u>SALARY</u>	<u>ISSUE</u>
EVENT MANAGER	\$19.11	06-26-2015

OGDEN ECCLES CONFERENCE CENTER Full-Time with Benefits

JOB SUMMARY Under the general guidance and direction of the Director of Event Management, is responsible to sell, plan, coordinate and manage on-going events, conventions and meetings and adheres to all contractual and safety requirements of Ogden Eccles Conference Center (OECC).

MAJOR DUTIES (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.) Acts as liaison and primary point of contact with client to plan and implement all aspects of event through conclusion. Ascertain clients' requirements for set-up, security, ticketing, etc. Communicates event requirements to appropriate departments. Coordinates procurement of proper insurance coverage for events. Oversees operations, contractors, concessionaires, etc., to assure event requirements are addressed and met. Prepares cost estimates and monitors final billings. Provides client with updates and changes in cost estimates. Initiates required paperwork. Provides guidance and supervision to service staff during events. Acts as "point person" for outside promoters. Manages Security and Guest Services employees during events. Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS Bachelor's degree in business, theater, facility management or a related field. AND Two to three (2-3) years of related experience in convention, hotel, or theater, or other similar public assembly facility. OR Any equivalent combination of education and experience.

Considerable knowledge of all administrative and operational procedures, all building policies, safety rules, and fire regulations; considerable knowledge of organizational principles and physical requirements in trade show, conventions, seminars, workshops, meetings, etc. Considerable knowledge of management operational procedures of convention/cultural center and theater facilities; considerable knowledge of business practices as they pertain to billing and contractual arrangements for tenants of public assembly facilities. Knowledge of basic computer input techniques.

Computer experience with word processing and spreadsheets (Word, Excel, Access and AutoCAD) required.

Ability to allocate, organize, coordinate, supervise and review the work of employees providing diversified services; ability to analyze problems and make recommendations for improvement. ability to establish and maintain effective working relationships with employees, tenants, county and municipal officials, service contractors and the public; ability to prepare clear, concise and accurate reports.

SPECIAL QUALIFICATIONS Must have a Utah Driver's License and a good driving record. Must be adaptable to changing work hours depending on scheduled events. Must be willing to work evenings, Saturdays, Sundays and holidays and irregular hours as dictated by event schedule.

TOOLS AND EQUIPMENT USED Telephone, computer, fax, audio-visual equipment, motorized vehicles and equipment, common hand and power tools.

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 the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to

65 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is moderately loud.

POSITION CLOSES: JULY 10, 2015

APPLICATION MUST BE SUBMITTED TO:

Weber County H.R., 2380 Washington Blvd., 3rd Floor, Suite 340, Ogden, Utah 84401

**EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - DRUG & BACKGROUND TESTING
REQUIRED**