



## Event Services Manager

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**Department:** Institutional Advancement  
**FLSA Status:** Non-Exempt

**Job Status:** 1.0 FTE  
**Reports To:** Executive Director of Alumni Engagement & Institutional Events

**Grade/Level:** N/A

**Amount of Travel Required:** None

**Work Schedule:** M-F; 8:30am-5pm.; 12 months; Evenings and weekends as required.

**Positions Supervised:** None

### **POSITION SUMMARY:**

Provides overall support and service for events at the Wright Campus Center. Maintains the reservation system and master reservation calendar. Performs essential functions personally, through others, or in conjunction with designated personnel or outside vendors/experts.

### **ESSENTIAL FUNCTIONS (Duties and Responsibilities):**

#### **Reasonable Accommodations Statement**

Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more "major life activities" to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

#### **Essential Functions Statement(s)**

Coordinates Wright Campus Center college events to include:

- receiving and processing room reservations,
- reserving and setting up/breaking down appropriate media,
- approving and facilitating space plans/layouts,
- troubleshooting before, during and after event as needed.

Coordinates WCC events for non-college related constituents to include:

- consulting for initial event details,
- preparing and providing information and use documents (electronically and hard copy),
- assuring all documents are fully reviewed and executed,
- approving and facilitating space plan/layouts,
- processing reservation and uploading information to college calendar,
- reserving and setting up/breaking down appropriate media,
- submitting catering requests,
- troubleshooting before, during and after event as needed, and
- processing billings for facility rental and catering.

Coordinates Lake Campus events to include:

- providing information and use documents,
- receiving and maintaining executed documents,
- approves event and uploads to college calendar,
- making appropriate notifications to appropriate department or personnel (campus police, physical plant, lake campus manager).

Acts as event day coordinator for Institutional Events as assigned.

Receives and processes campus reservations and maintains the campus calendar.

Prepares monthly, semester and yearly off campus event data reports.

Serves as building safety contact (conducts fire/tornado drills, serves as building lock-down contact).

Conducts weekly and monthly building maintenance and safety walk-throughs, creates and distributes related work requests, monitors for completion. Maintains recreation equipment in the Austin College Pouch Club.

Conducts weekly operations meetings to discuss upcoming events and building needs.

Manages the daily operation of the Wright Campus Center office to include:

- maintaining assigned office hours,
- greeting guests, receiving and responding to (providing information) and/or appropriately routing all internal or external inquiries, and
- supervising student workers by training, planning, assigning, and directing work.

#### **Other Job Function Statement(s)**

Maintains current media equipment inventory, seeks repairs as needed, and or acquires new equipment for use.

Processes vending machine refunds.

Performs other duties as assigned

**POSITION QUALIFICATIONS:** (The **minimum** knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)

**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through **education, experience, training, licensure, certification, or through a combination of the aforementioned.**)

**Minimum:** A high school diploma or high school equivalency degree. Two years of office and program administration or event planning. **OR** An associate's degree (A.S., A.A.) from a regionally accredited institution or two-year technical certificate with 1 year of office and program administration or event planning. **OR** An equivalent combination of education and experience as determined by the division executive.

**Desired:** Bachelor's degree from a regionally accredited institution.

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

**SKILLS** (The *application of knowledge* by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must:

- utilize Microsoft Office (Word, Excel, Access, Outlook) and Adobe or appropriate alternative software to the extent required to effectively perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

**ABILITIES** (*Natural talents, developed proficiencies, and or other job-related requirements.* This section includes **observable behaviors or behaviors that produce observable** results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, an individual must have the ability to:

- work nights or weekends as needed;
- maintain regular and consistent attendance;
- arrives for work on time;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
- work independently with little supervision yet work collaboratively with all departments, all levels of employees and or third parties in a collegial and effective manner;
- direct others with daily work or assigned projects;
- follow instructions and/or guidelines;
- adapt to change and to considerable variety in the workplace;
- learn and or apply job related software effectively;
- maintain professionalism at all times, to include behavior and attire;
- model high standards of honesty, integrity, trust, and ethical behavior.

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 20 pounds) associated with the job duties is required.

**WORK ENVIRONMENT:** Typical office environment.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. ***It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.*** Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Signature: \_\_\_\_\_ Date: \_\_\_\_\_

