

Event Manager

Linder Global Events is searching for an Event Manager who is experienced in project management, event planning and execution; with five to seven years of demonstrated skill producing events that inspire audiences, achieves client-identified goals, and provides measurable results.

Responsibilities:

- Supports the planning and execution of multiple events ranging in size from intimate events to large-scale, multi-day conferences and festivals, locally and nationally.
- Forges strong relationships with the Linder team and key partners, and positively manages day-to-day communication with both internal staff and colleagues and external partners and vendors.
- Communicates and organizes clearly and efficiently to each project team member on defined tasks assigned.
- Thinks creatively and strategically with an emphasis on customer services to meet client and team objectives for all events.
- Industry skills include:
 - Collateral Management
 - Data/Information Management
 - Event Technology
 - Exhibitor Management
 - Food & Beverage Management
 - Seating Management
 - Sponsorship Management
 - Volunteer Management
 - Contract Negotiation - Hotel
 - Crowd Management
 - Creative Strategy Management
 - Health and Safety Planning
 - Technical Production
 - Transportation Management
 - Virtual Event Platforms and Site Development
 - Virtual Event Strategy
 - Virtual Event Audience Engagement
 - Virtual Event Technical Production
- Proactive on deliverables across multiple projects, anticipating needs based on Linder's scope of work and event milestones.
- Has an entrepreneurial spirit, track record of initiative, and ownership of work.
- Possess a true service ethic, spirit of generosity, and gracious sense of humor.
- Takes direction from the project lead and anticipates, recognizes, analyses, and solves problems involving client and team members.

- Works with Linder leadership and operations as needed on special projects as requested.
- Accepts, follows, and implements Linder's procedures and policies
- Is a role model, exemplifying Linder core values, mission and commitment to the company, fellow team members, clients and vendors.
- Actively mentors and supports event coordinators.

Key Qualifications:

- Five to seven years of prior event management experience, demonstrating progressive responsibilities.
- Strong and successful track record in delivery of large-scale programs (i.e. parades, festivals, conferences)
- Skilled at project management, event strategy and execution, both for live and virtual events.
- Thorough understanding of all facets of event and festival production
- Clear understanding and the ability to navigate the event application and permitting process within local and national government agencies
- Successful staff management experience.
- A problem solver - highly organized with excellent follow through.
- Excellent communication skills-verbal and written involving high level communications with internal and external contacts.
- Demonstrated ability to take initiative, anticipate needs and exercise independent/sound judgment
- Proficient in various event software.

Education/Certifications:

- Degree in PR, Marketing, Hospitality Management or related field is preferred.
- CMP or PMP certification preferred.

Key Accountabilities:

- **Quality** - Production of high-quality work across project deliverables, communication and team participation.
- **Vendor Management** - successfully and effectively interact with vendor partners to produce high quality output and positive working relationship, measured by vendor feedback. Actively seeking, reviewing and when appropriate, utilizing new vendors, venues, platforms, and technology.

- **Project Efficiency** - Creates and ensures efficient project plans and team utilization of mid-size programs and events measured by achievement of key milestones outlined at the inception of the project.
- **Innovation and Professional Growth** - Staying connected in the events industry and aware of trends that support Linder's ongoing success. Actively seeking out educational opportunities for skill set and/or experience by attending conferences, classes, webinars, shadowing or networking.