



USC University of Southern California

Events Manager Job Description

JOB INFORMATION

<i>Job Code:</i>	129305
<i>Job Title:</i>	Events Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.; Supervises student, temporary and/or resource workers.
<i>Job Family:</i>	Events
<i>Job Family Group:</i>	Marketing and Events
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Manages, plans, and executes all events for a university business or school, and participates in the planning and execution of major institutional events (e.g., orientation, commencement, other academic or social events). Manages, coordinates, and supervises event staff, providing guidance, approval, and support as necessary.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	with event planning and scheduling

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Proven success overseeing large scale events, coordinating with a wide variety of internal and external stakeholders.
X		Knowledge of relevant software and databases to support constituent-relationship management, marketing and communications, and social media efforts. Excellent interpersonal skills.
X		Ability to perform well under pressure, individually and as part of a team.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Excellent written and oral communication skills.
	X	Experience with university events.
	X	Understanding of Los Angeles event market.
	X	In-depth experience with budget development and implementation.
	X	Familiarity with strategic planning and implementing department goals through event management.
	X	Knowledge of one or more foreign languages (e.g., Spanish).

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Plans and manages the day-to-day operations of university events (e.g., arranging logistics, project management, event goal setting). Develops and manages event budgets, updating line item expenditures and recommending cost-saving options. Maintains accurate records of past events.				
Manages and oversees staff, student workers, and volunteers involved with event coordination. Provides support and guidance to planning staff to ensure events are effectively and successfully executed. Oversees worker performance at events and provides feedback for improvement. Plans and schedules assignments and tasks to ensure event deadlines are met. Handles conflict and escalated issues as they arise. Approves timesheets and adjusts work schedules as required.				
Ensures events and activities are scheduled, reserved, booked, and executed effectively. Creates and coordinates all logistical planning for the day of the event (e.g., walk-through sessions, timelines, post-event debriefings). Provides guidance on regular event communications (e.g., invitations, RSVPs, signs). Reviews and maintains event calendars and room reservations to avoid conflicts. Ensures effective traffic/crowd control and attendee safety. Ensures appropriate security is on site to maintain adherence to event safety protocols. Responsible for meeting Americans with Disabilities Act (ADA) requirements. Responds appropriately to accidents/injuries (e.g., slip and falls).				
Serves as a liaison providing event consultations and planning services to internal stakeholders. Serves as the primary point of contact for external stakeholders and vendors. Directly contracts vendors and negotiates terms of goods and services for each event. Ensures all goods are accounted for and delivered on time for the event.				
Supports ongoing sales and market research for local markets and other niches to develop on-trend event execution strategies and offerings. May manage or participate in the management of revenue-generating events, monitoring revenue, overall profitability, and third-party rental programs to maximize earned revenue and ensure goals are met. Assists in marketing efforts that meet goals and objectives and tie into appropriate university-wide initiatives.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.