



JOB INFORMATION

<i>Job Code:</i>	143038
<i>Job Title:</i>	Executive Director, Events
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Manages through subordinate supervisors.
<i>Job Family:</i>	Sales
<i>Job Family Group:</i>	Marketing and Events
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Directs and supervises day-to-day operations for the planning, production, and execution of domestic and international University and Academic events and programs. Develops and implements events and leads special projects and strategic initiatives. Establishes university-wide standards, oversees budgets, maintains public-facing websites, and serves as an authority in the events field for the university community.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

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		12 years	
	X	15 years	

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		Working knowledge of all logistical support elements of special events and event production.
X		Experience working directly with vendors, preferably in a development and/or university environment.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated proficiency with Microsoft Office suite and Adobe suite of applications to include Word, Excel, Access, Outlook, PowerPoint, and Photoshop and the ability to learn new technologies in a prompt and efficient manner.
X		Highly organized and detail oriented with strong time and project management skills.
X		Ability to prioritize, manage and readjust workload to meet competing deadlines under minimal supervision in a complex environment.
X		Experience creating, managing and tracking event budgets to include knowledge of university budget and purchasing procedures is essential, as is working knowledge of event-related university policies and procedures

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Directs events department and supervises day-to-day operations for the planning, production, and execution of official domestic and international university and academic events and programs. Oversees event management, program development, production logistics, messaging and communications, strategic planning, and staff training and development. Responsible for hiring, training, and supervision of event and reservations staff and ensuring all events are appropriately staffed. Provides on-site event support and management as required.				
Conceives, develops, and implements events and programs that are central to the university's mission, goals, and priorities. Leads special projects and strategic initiatives and collaborates with university leadership on event formulation and tactics to support key initiatives. Works closely with the Office of the President to support their events and activities as required.				
Establishes, communicates, and implements, and continuously optimizes event standards, strategies, processes, policies, and protocols for the department and the university. Oversees budgets for all university events as well as those events produced for other departments. Ensures that budgets are managed accurately and appropriately and that expenditures are kept at or below the defined budget amounts.				
Responsible for maintaining public-facing university websites for event-related communications and engagement (e.g., Commencement, permit acquisition, etc.), ensuring information remains accurate and accessible.				
Participates as an active member of various university committees and represents the department and university as an authority in the events field responding to requests for information, advice or assistance from colleagues, clients, professional or industry associations, etc. and develop and maintain relationships with key vendors and industry partners. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
Yes	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/

Campus Security Authority (CSA)	<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/	Yes

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.