

The University of Texas at San Antonio

Job Description

Job Title: Senior Events Manager
Code: 18374
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Job available in different departments/divisions
Reports To: In accordance with departmental policies

Summary

- Function: To independently plan and coordinate support operations for a large volume of events for a large facility or department.
- Scope: Responsible for scheduling and supervision of events and coordinating technical, physical and other required support.

Duties

- Typical:
 1. Initiates, plans, schedules, and manages on and off-site university events to include coordination/procuring of location, facilities, technical services, supplies, marketing, publicity, and personnel.
 2. Coordinates work orders and maintenance to event rooms or equipment.
 3. Coordinates financial transactions, including budget tracking, invoicing, billing records, and payroll. Monitors accounts for events.
 4. Ensures sufficient support personnel are hired, trained, and available.
 5. Acts as a liaison with internal and external customers and agencies to coordinate and facilitate co-sponsored events.
 6. Communicates information regarding facility use, program operations, and campus policies, regulations and procedures to customers and the University community.
 7. Creates, develops, and produces marketing materials for events such as posters, flyers, programs, and other advertisements. Approves advertisements submitted by internal or external customers for advertisement in University approved posting areas.
 8. Supervises ticket production and sales.
- Periodic:
 1. Prepares reports and statistical information.
 2. Coordinates and/or participates in special meetings.
 3. Performs other duties as assigned.

Education

Required	Preferred
Bachelor's Degree in a related field from an accredited university.	Degree specific in Marketing, Management or Communications.

Other Requirements

Required	Preferred
Criminal Background Check (CBC)	N/A

Experience

Required	Preferred
Four years of experience in events management.	Experience in data management.

Equipment

Required	Preferred
General knowledge of sound and lighting systems and other applicable equipment.	N/A
Personal computers, events management software and standard office equipment.	

Working Conditions

Usual	Special
Will require evening and weekend hours.	N/A

Supervision

Received	Given
General from direct supervisor.	Direct supervision of assigned personnel.

Accuracy

Proficiency in all phases of work performed.
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Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies and procedures are complied with.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification

may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.