



Event Manager

Job Responsibilities

Key leadership position with primary responsibility for overall event business operations within team. Individual will be key part of management team working closely with the Senior Event Manager. Position should focus on the following areas:

- *Internal processes*
- *Training and development of team members*
- *Identification and implementation of solutions for key customers*
- *Customer relationship management*

Key characteristics that this individual must possess include a strong desire to help people, strategic decision-making ability, organizational abilities, leadership abilities, as well as strong communication and customer service skills. This person must also have the ability to formulate and implement procedures, as well as the ability to teach and lead staff. Proven leadership and management skills are imperative. Focus on details is imperative; familiarity with sports is helpful.

Specific Job Responsibilities

- Lead, assist and develop the team. They should be developed in the following areas:
 - Event package and other sales offerings - development and pricing
 - Specific event procedures and systems (marketing, sales, fulfillment, on-site)
 - Implementation of operational efficiencies including current process evaluation for continued improvement
 - Hotel Contract negotiations and reviews to ensure Anthony Travel is receiving the best available rates in the market
 - Management of inventory blocks to minimize risk and maximize revenue to company
 - Situation analysis and decision making
 - Creative problem solving
 - Staff training on events – identify key selling points and procedures to communicate to staff
 - Staff training on client reporting (why it is important/how to evaluate)
 - Include appropriate staff in regular marketing meetings
 - Build event budgets and measure event results
 - Develop incentive programs for team members and clients, as appropriate
 - Review and quality control
 - Event procedures
 - Resource utilization and productivity
 - Marketing and sales materials
 - Event payments
 - Sales analysis and reconciliation
 - Client reporting
 - Employee accountability
 - Accuracy and consistency with procedures and policies

- Implement new events and customers
 - Work with Senior Event Manager for smooth transition into operations
 - Work with clients to identify specific needs and expectations
 - Identify and implement specific procedures to assure success
 - Communicate details to team members
 - Delegate responsibilities where appropriate
 - Monitor operations and client relationships
- Manage key client relationships
 - Identify further sales and service opportunities
 - Regular contact with clients
 - Presenting event or client information on reports tailored to the specific event or client

To apply please email your resume and salary requirements to Employment@AnthonyTravel.com.
Subject Line: Event Manager.