

# FOUNDATION FOR THE CAROLINAS

Title: Assistant Event Manager Division/Department: Operations

Reporting To: Vice President, Special Events

FLSA Classification:  Exempt  Non-Exempt

Employment Type:  Full Time  Part Time  Intern  Contract

## POSITION SUMMARY

Responsible for executing Internal events and manage and perform all event setup, breakdown and janitorial duties in support of the 220 North Tryon event space rental line of business. Provides the highest level of service to event clients, fellow team members and other key partners. Work alongside and oversee event setup team including FFTC and part-time, contractual team members. Respond to event and business needs in a timely and effective manner. The majority of the work of this position is self-directed, and the Assistant Event Manager uses independent judgement in managing events for the Foundation's internal clients, event facilities and equipment. This role is responsible for supervising external vendors and contracted event staff.

Must be available to work weekends and late evenings with varying schedules as needed. Must be flexible in performing assigned duties, including, but not limited to the duties outlined below.

## DUTIES & RESPONSIBILITIES

- Facilitate the execution of internal client events, either directly or through contracted staff
- Receive and respond to all Internal inquiries in a timely manner
- Book events in EMS scheduling system, generating contract and banquet event orders
- Responsible for prompt and thorough internal communication throughout entire process
- Submit contract and invoices to client and ensure contract has been signed by both parties and all invoices paid in full
- Plan and organize details of the internal event by scheduling and conducting walk throughs and responding to emails and phone calls. Details include but are not limited to creating, editing and finalizing layouts, operational and event timelines, and coordinating staffing and alcohol needs.
- Ensure every vendor working at 220 North Tryon provides a Certificate of Insurance including requested amounts and language to meet 220 NT policies
- Assist with managing all contracted event staff working internal events
- Assist with the execution of FFTC special events as needed
- Manage event bar including initial pull, closing, and restocking
- Understand and abide by all NC alcohol laws.
- Provide content ideas for 220NT social media platforms
- Coordinate and execute event logistics
- Coordinate Facilities Porters' schedule as it relates to event staffing needs with Conference Center Manager
- Execute scheduling and compensation for part-time, contractual events setup team
- Supervise Facilities Porters and part-time, contractual setup team's event duties

- Responsible for managing and performing setup and break down of events including, but not limited to, removing and replacing event equipment (tables, chairs, podium, etc.), sweeping and mopping floors, refreshing restrooms and removal of client trash
- Oversee janitorial services before, during and after events; maintaining event spaces and conference rooms, monitoring for cleanliness and responding to client and event team needs
- Required to be present the entire time of setup and tear down unless scheduled otherwise by supervisor.
- Respond to requests as instructed by Events Team
- Schedule and perform training for part-time, contractual events janitorial team
- Perform efficiently in a client-focused, team-oriented environment
- Manage monthly deep cleaning of fourth floor kitchen area
- Maintain event equipment
- Follow all safety and personnel rules and regulations
- Communicate and/or perform maintenance needs in event spaces
- Assist and direct vendors as needed
- Responsible for ongoing management, maintenance, and review of business processes and business process documentation captured within business process management (BPM) software. This includes a review, at least annually, of specified processes to ensure accuracy of documentation and identification of areas for process improvement.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.*

## **JOB QUALIFICATIONS**

- 2 years of event planning experience preferred
- Bachelor's Degree preferred
- Must be able to communicate effectively via radio, email, phone or Microsoft Teams
- 1-2 years previous experience
- Basic computer skills and knowledge of Microsoft Office and event booking software
- Working knowledge of AV equipment
- Good organizational skills
- Must have a sense of urgency
- Ability to multi-task
- Ability to work independently
- Ability to communicate with employees, management, vendors and clients on many levels
- Team player
- Ability to perform strenuous, manual labor work over long periods of time, including, but not limited to, general lifting up to an estimated 40 - 50 pounds and loading, unloading, carrying and other heavy labor tasks at and around Foundation properties
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one worksite and/or workstation to another

## POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 7 or less.

*All Employees:*  Communication & Interpersonal Skills

*Executive Team:*  Leadership  Strategic Thinking  Fiscal Stewardship

*All Supervisors:*  Delegating Responsibility & Empowering Employees  Managing Employee Performance  Ensures Consistent Policies & Practices

### *General:*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Affiliate Management                 | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment          |
| <input checked="" type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records             | <input type="checkbox"/> Concern for Employee Satisfaction           |
| <input type="checkbox"/> Customer Skills                      | <input checked="" type="checkbox"/> Dependability   | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation          | <input type="checkbox"/> Equipment Skills           | <input type="checkbox"/> Fund Management                             |
| <input type="checkbox"/> Implementing New Technologies        | <input type="checkbox"/> Initiative                 | <input type="checkbox"/> Innovative Thinking                         |
| <input type="checkbox"/> Job Skills                           | <input type="checkbox"/> Managing Meetings          | <input type="checkbox"/> Managing Multiple Priorities                |
| <input type="checkbox"/> Meeting Targets                      | <input type="checkbox"/> Presentation Skills        | <input type="checkbox"/> Product Knowledge                           |
| <input checked="" type="checkbox"/> Productivity              | <input type="checkbox"/> Project Management         | <input checked="" type="checkbox"/> Quality of Work                  |
| <input type="checkbox"/> Relationship Building/Networking     | <input type="checkbox"/> Results Oriented           | <input type="checkbox"/> Technical Skills                            |
| <input checked="" type="checkbox"/> Time Management           | <input type="checkbox"/> Training & Development     | <input type="checkbox"/> Writing Skills                              |