Meeting Services Executive Director Job

Employer Name: Hire IT People LLC

SpiderID: 12548808

Location: Washington, DC, District of Columbia

Date Posted: 5/19/2022

Wage:

Category: Information Technology

Job Code:

Number Of Openings: 1

Detailed Job Description:  
  
Responsible for the overall technical and logistical of all meeting room space, which includes the supervision of the AV Team and equipment.  
  
Plan and produce virtual, live, hybrid and special events which are aligned with NNI business needs, goals and objectives.  
  
Collaborate with Food &amp; Beverage &amp; Facilities resources to provide a positive experience.  
  
Provide and manage room scheduling software that provides resource utilization, workplace analytics, integrates with calendaring systems and enhances meeting culture and room utilization.  
  
Partners with our internal Meetings Management, Procurement, Facilities, IT, and Catering Management, ensure enhanced meetings management execution and cost savings.  
  
Develop, monitor, and manage expenditures to control operational budgets.  
  
Direct daily operations to provide highest quality of services.  
  
Communicate infrastructure and staffing needs, improvements, and issues to upper management.  
  
Maintain and implement processes and procedures that improve efficiency and effectiveness of servics.  
  
Demonstrate knowledge of the trade and latest trends including related technology and hospitality services.  
  
Be able to work early morning, nights and weekends as required.  
  
Work closely with outside production and AV vendors, and internal and external meeting planners.  
  
Provide A/V troubleshooting during meetings and events.  
  
Coordinate with clients and other stakeholders to resolve complex issues and provide a consistently positive experience through regular engagement and improvement of event processes.  
  
Shoot, produce, and edit video, audio, and computer graphics presentations.  
  
Experience required: 5-6 Years

Start Date:   
  
  
Position Type: Contractor  
  
  
Years of Experience Required:   
  
  
Education Required: None  
  
  
Overnight Travel:   
  
  
Vacation Time:

Contact Name: Sami Scott

Company:

East Brunchwick

New Jersey

08816

Web Site: