**Evening and Weekend Events Manager**

**Please see Special Instructions for more details.**

When applying you will be required to attach the following electronic documents:  
  
1) A resume/CV; and  
  
2) A cover letter indicating how your qualifications and experience have prepared you for this position.  
  
You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  
  
For additional information please contact: Tina Price at tina.green-price@oregonstate.eud or 541-737-3116  
  
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OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  
  
The anticipated starting salary will be $44,496 - $75,516  
  
This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver's license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement.

**Position Details**

Position Information

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| **Department** | Conference Services (NLS) |
| **Position Title** | Coordinator-Conf Services |
| **Job Title** | Evening & Weekend Events Manager |
| **Appointment Type** | Administrative/Professional Faculty |
| **Job Location** | Corvallis |
| **Position Appointment Percent** | 100 |
| **Appointment Basis** | 12 |
| **Faculty Status** | Regular |
| **Tenure Status** | N/A |
| **Pay Method** | Salary |
| **Pay Period** | 1st through the last day of the month |
| **Pay Date** | Last working day of the month |
| **Recommended Full-Time Salary Range** | $44,496 - $75,516 |
| **Position Summary** | **The Conference Services department is seeking an Evening & Weekend Events Manager. This is a full-time (1.00 FTE), 12-month, professional faculty position.**   The purpose of the Evening & Weekend Event Manager position is to provide essential facility technical management, coordination and leadership of staff, event oversight and management of events and ensuring safety for events during evening and weekend hours. The LaSells Stewart Center (LSC) services OSU departments for conferences and events held on and off¬ campus, to create a compelling learning experience and enhance OSU as a top-tier conference destination. The LSC is a 45,000 square foot conference, convention and performing arts center, which hosts over 600 events annually with over 160,000 guests attending events. The LSC serves a diverse clientele, including OSU staff, faculty and student groups, Corvallis businesses and community groups, agencies from throughout the state, and national organizations. |
| **Position Duties** | **• 50% TECHNOLOGY MANAGEMENT**  •Equipment Planning / Coordination / Client Services:  Assesses client needs and negotiates details for Audio Visual (AV) for multi-facility events, which may include developing creative solutions on AV for space limitations and client’s budgetary needs. Oversees AV requests for specific events. Contracts and oversees set up of outsourced equipment for events. Responsible for onsite equipment changes or modifications. Attends pre-event planning and coordinates technical services of facilities of audio visual, acoustic amplification system, computers and internet. Attends pre-event meetings with service providers. Coordinates with internal and external staff to facilitate AV needs within essential timelines that are crucial to successful conferences and events. Manages day-of event situations and changes, which may include making critical on-the-fly decisions that may impact the success of the event. Responsible for post event wrap up, including re-establishing pre-set, securing equipment, furnishing and communicating post event report to Event Planner. Works with external groups and professional associations to schedule the technology for conferences and events. Collaborates with university departments and external clients to ensure successful execution of conferences and events by managing their technology needs and maintaining the highest level of customer service. Assesses and determines best equipment for meeting space requirements as determined by the Convention Industry Council (CIC) standards.  • Equipment Maintenance and Repair:  Identifies basic minor equipment failures and operator use errors and works strategically to correct. Responds to problems and equipment failure and makes recommendations regarding replacement plan and/or maintenance. Performs preventative maintenance and makes minor repairs on equipment. Oversees installation of new systems and equipment.  •Inventory Control:  Researches, assesses, and makes recommendations to management regarding upgrades to inventory in order to meet expanding technical options and demands. Responsibility for inventory of equipment. Maintains current and accurate records to track location and condition of equipment. Develops and maintains documentation on technology, upgrades and how-to-use manuals.  **• 30% EVENT OVERSIGHT / SECURITY / SAFETY**  • Serves as the main point of contact during evening and weekend events. Responsible for the safety and security of staff and attendees while attending conference events. Responsible for the creation and utilization of departmental emergency response plan. Responsible for fire code and accessibility guidelines are followed at all times. Proactively works with Risk Management in order to avoid potential risk and lawsuits. Responsible for organizing and maintaining building storage and technical booths. Performs all other duties as outlined in individual contracts with groups to meet contractual obligations of events. Creates Banquet Event Order (BEO) from booking system and ensure all details of event set up are correct based on BEO. Manages event set up and technology usage while ensuring compliance of state and OSU policies and procedures.  **• 20% LEADERSHIP / TRAINING**  • Provides leadership and training for assigned student staff. Creates strategic student staffing plans, based on skill set, in order to meet the technical and customer service needs, as well as meet client expectations in all areas of the event. Initiates staff development plans, resulting in individual and team skills growth. Provides on-the-job training opportunities and hands-on technical skill building. Takes responsibility for all staff decisions during events and follows-up with clients post event, to accept praise for job well done or takes responsibility for areas of improvement (human or technological). Assigns roles and responsibilities to student employees in the event of an emergency, in accordance with University and Departmental emergency response plans. Conducts student interviews |
| **Minimum/Required Qualifications** | • Bachelor’s degree in Business, Hospitality or related field and experience in managing events in a conference and/or performance setting or similar position, OR Associates degree and 2 years of experience in managing events in a conference and/or performance setting or similar position; OR 4 years of experience in the managing events in a conference and/or performance setting or similar position, OR an equivalent combination of training and experience.  • Experience in audio and sound system integration, acoustics, and technical event management in order to meet the expectations of a wide variety of event types and demands of customers utilizing the facility. Experience in stage lighting including design, installation, focus, and minor repair.  • A high degree of customer service focused independent decision making.  • Experience managing multiple assignments, working under pressure, and creative problem solving skills.  • Highly organized.  • Excellent oral and written communication skills, while exercising diplomacy and discretion.  • Ability to work evenings and weekends and adhere to a flexible schedule.  • Computer Software Requirements: Expertise in Word, Excel and Goggle Suites.  • High proficiency with computer systems, MACs and PCs.  • This position requires driving a University vehicle or a personal vehicle on behalf of the University; therefore, the incumbent must successfully complete a Motor Vehicle History Check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions (as per Voluntary and Compulsory Driver Standards OSU Standard 125-155-0200) as per OSU 576-056-0000 et seq. |
| **Preferred (Special) Qualifications** | • Technical experience in audio and sound system integration, acoustics, and technical event management. Crestron System training a plus.  • Experience in the hospitality industry in conference event technical management planning or similar position.  • Experience in a collegiate conference setting.  • Demonstrated leadership experience.  • Familiarity with computer programs such as Zoom  • A demonstrable commitment to promoting and enhancing diversity. |
| **Working Conditions / Work Schedule** | • May require off-campus and local travel.  • Will require event related evening and weekend work, occasional holidays. Maintain a flexible schedule. Fielding calls while off duty at times.  • The employee in this position will often be required to (lift/carry/push/pull) objects weighing 40 pounds and be able to work on ladders, catwalks, and lifts. |
| **This position requires a clear and unambiguous commitment to compliance of all National Collegiate Athletic Association (NCAA) regulations for Division I (FBS) universities.** | No |

Posting Detail Information

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| **Posting Number** | P06036UF |
| **Number of Vacancies** | 1 |
| **Anticipated Appointment Begin Date** | 10/12/2022 |
| **Anticipated Appointment End Date** |  |
| **Posting Date** | 09/13/2022 |
| **Full Consideration Date** |  |
| **Closing Date** | 09/30/2022 |
| **Indicate how you intend to recruit for this search** | Competitive / External - open to ALL qualified applicants |
| **Special Instructions to Applicants** | When applying you will be required to attach the following electronic documents:  1) A resume/CV; and  2) A cover letter indicating how your qualifications and experience have prepared you for this position.  You will also be required to submit the names of at least three professional references, their e-mail addresses and telephone numbers as part of the application process.  For additional information please contact: Tina Price at tina.green-price@oregonstate.eud or 541-737-3116  OSU is committed to the health of our local and global community. All employees and students are required to comply with the university’s COVID-19 Vaccination Program. Please visit https://covid.oregonstate.edu/ for additional information about OSU’s plans for safety and success, as well as options for compliance with the vaccination program.  OSU commits to inclusive excellence by advancing equity and diversity in all that we do. We are an Affirmative Action/Equal Opportunity employer, and particularly encourage applications from members of historically underrepresented racial/ethnic groups, women, individuals with disabilities, veterans, LGBTQ community members, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community.  The anticipated starting salary will be $44,496 – $75,516  This position requires driving a university vehicle or a personal vehicle on behalf of the university; therefore, the incumbent must successfully complete a motor vehicle history check, possess and maintain a current, valid driver’s license in their state of residence, be determined to be position qualified and self-report convictions as per University Policy 05-030 et seq. Offers of employment are contingent upon meeting all minimum qualifications including the motor vehicle check requirement. |

**Supplemental Questions**

Required fields are indicated with an asterisk (\*).

**Documents Needed to Apply**

**Required Documents**

1. Resume
2. Cover Letter

**Optional Documents**

1. Verification of Veteran Status