



### **Manager, Venues & Events**

The Manager, Venues and Events reports directly to the Senior Director, Operations. This individual is responsible for developing and maintaining solid relationships with venues and vendors that will ensure exceptional event and program experience for our clients. This position secures and contracts locations and vendors to host and support EMG3 client programs. This individual will also work closely with Business Services to monitor payments and contracts, as well as with individual Activation leads to review budgets and event requirements.

This position is primarily responsible for overseeing venue negotiation, communication and coordination efforts in support of client projects (e.g. event marketing, mobile tours, exhibit marketing, etc.) and within available budget parameters. Includes geographic analysis (e.g. territory analysis), sponsorship negotiations, as well as contract review. Secondary responsibilities include business development assistance (e.g. example event options for proposal inclusion), field staff support (e.g. Run of Show support) and other event services tasks as assigned by supervisor.

#### **Key Outcomes:**

- Research, analyze and prepare example and actual venue/event recommendations
- Negotiate preferred placement, advantageous sponsorship/exhibit fees and “value added” support at selected events/venues; handle contracting and payment processing effectively
- Coordinate/secure local permits, onsite services (e.g. security, power, water delivery, etc.) and related assistance to meet the needs of assigned projects, participating staff and local regulations
- Develop and manage outreach to participating venues (e.g. events, malls, retail locations, etc.) and associated contacts to ensure their preparedness in advance of appearances
- Assist with key venues/events-related administrative needs (e.g. COI coordination)
- Support “run of show” documentation to advise field staff of event-related plans/considerations
- Troubleshoot event or venue-related issues with participating staff and venue partners
- Identify, seek and implement venues-related cost containment practices and opportunities
- Develop and coordinate relationships with national venues, event organizers, malls, etc.
- Manage and advise venues-related analysis and reporting (e.g. CPM/CPI, venue-related pricing and trends, preferred placement at previously attended venues/events, etc.)

#### **Education/Experience:**

- 5+ years prior experience in event operations, marketing or related environment
- 5+ Years’ experience in contract negotiations ideal
- Bachelor’s degree or equivalent work experience
- Proficiency in all Microsoft Office programs, including internet and database required
- Previous experience setting and meeting goals and deadlines
- Strong communication skills, both oral and written; demonstrable customer service skills

**TideSmart Global is an Equal Opportunity Employer**

