



INDIANA STATE
FAIRGROUNDS
& EVENT CENTER

Job Posting

Title: Event Manager

*For more information on this full-time benefited position, please contact Human Resources at (317) 927-7508 or email employment@indianastatefair.com. To apply for this position, please visit <http://www.indianastatefair.com/employment> and send the posted application and your resume to the email address above. Salary for this position is commensurate with education and job experience. Thank you for your interest.

Position Summary

The purpose of this position is to manage the arrangement, coordination and supervision of events held at the Indiana State Fairgrounds & Event Center to ensure maximum client satisfaction and to enhance and promote repeat business. This position assists in managing the day-to-day administrative functions of the Event Services Department, including but not limited to: contract development and execution, database management, inter-departmental communication, development of show information including setup plans and invoicing, and monthly calendar preparation. The Event Manager communicates regularly with show producers and concessionaires. This position will serve in the Manager on Duty Program (MOD).

Essential Functions and Responsibilities

1. Executes contracts for year-round events and shows including document tracking, obtaining certificates of insurance and deposits.
2. Assists with event coordination for externally and internally promoted events including setup sheets, parking passes and invoicing.
3. Manages event services database and is trained as a departmental super user.
4. Serves as a member of the Manager on Duty Program (MOD).
5. Communicates internally with monthly calendar updates, new show alerts and updates.
6. Manages department data including rental rates, venue guidelines, building descriptions and equipment/service pricing. Tracks event statistics used for forecasting and reporting purposes. Assists with and assesses venue best practices and updates to venue information and rates.
7. Assists with the administrative oversight for campgrounds for Fair and year-round including reservations and operational planning. Oversees campground information for web, guidelines and administrative SOPs.
8. Supports administrative needs of the Director of Event Services. Assists other departmental managers with administrative projects for Fair and year-round event planning.
9. Contributes to or manages procurements/purchasing in areas related to Event Services.

Skill Requirements

1. **Strong customer focus:** Able to demonstrate a high level of service delivery; does what is necessary to ensure customer satisfaction; deals with service failures and prioritizes customer needs.
2. **Understanding of policies and procedures:** Able to act in accordance with established guidelines; communicates and enforces organizational policies and procedures; recognizes and constructively conforms to unwritten rules or practices.
3. **Excellent interpersonal relations:** Able to relate effectively to a wide range of people, personalities and demographics; is able to “connect” with others in a variety of circumstances so that people are able to feel a level of comfort and ease around that person.
4. **Organized and accurate:** Able to perform work and job function with precision and accuracy; realizes errors can have significant impact on desired results and is able to avoid errors in almost all circumstances.
5. **Excellent decision maker:** Able to take timely action in solving problems while exhibiting judgment and a realistic understanding of issues; able to consider options and uses reason and analysis to pick the best solution.
6. **Negotiating skills:** Able to obtain agreement from multiple parties; communicates high value of services and looks for a win-win.
7. **Excellent leadership ability:** Able to assume a role of authority when necessary; advocates new ideas and sets an example for coworkers.
8. **Strong ability to prioritize:** Able to use sound judgment in evaluating the relative urgency of various issues; appropriately classifies in terms of time sensitivity, impact, complexity, importance, etc.
9. **Good team player:** Able to share credit with coworkers; displays enthusiasm and promotes a friendly work environment; works closely with other departments; supports group decisions.
10. **Strong ability to plan:** Able to manage multiple projects; determines project urgency in a meaningful and practical way; uses goals to guide actions; creates detailed action plans.

Educational/Experience Requirements

- Bachelor’s level degree with an emphasis on special events, management and business and/or related experience.
- At least 2 years of experience in special events and/or related experience.
- Ability to learn/use proprietary event software.
- Experience in contract creation/management & basic accounting desired.

Job Complexity

Work requires high level of judgment in applying well-established procedures and methods, analytic ability requiring somewhat complex calculations, organizing info for reports and solving minor problems.

Supervisory Responsibilities

This position shares supervisory responsibility over summer interns and seasonal employees for the Campgrounds during the Indiana State Fair.

Supervision Received

This position will receive routine supervision from the Director of Event Services. Work is performed under general guidelines, procedures and rules. Supervisor will occasionally review work to ensure completion.