



## Meeting and Event Manager

<b>Reports To</b>	Director, Meeting and Events
<b>FLSA</b>	Exempt - Full Time
<b>City/State</b>	Nashville, TN

**Description**                    **GENERAL DESCRIPTION OF POSITION**

The manager will provide logistics, event management, and execution for approximately 7-8 events annually. Additionally, the manager will work in conjunction with the Director of Meeting and Events and/or colleagues to support other meetings/client services throughout the year. This position will collaborate with Chapter Relations, Sales, Marketing, and Accounting teams to reach each event goal.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Works with Marketing, Finance, and Sales teams to project attainable and strategic goals – attendance, revenue and net income
- Facilitates date selection, site preference, booking options, and necessary details related to onsite needs
- Coordinates desired venue attributes and submits standardized venue requests to CGI’s designated site selection firm
- Working through the site selection firm ensures that contractual details are best negotiated for each event. Audits contracts to ensure company standards for contracted services and attendee experience
- Collaborates with Chapter Relations and Continuing Education team members and other departments to determine optimal conference schedule of events and speakers and ensures attainment of professional continuing education credits
- Collaborates with Marketing and approves Marketing plan for the meeting/event
- Oversees website updates for all assigned meetings/events. Completes meeting/event template and activates online registration
- Oversees on-site meeting/event and ensures successful execution and compliance with company standards
- Oversees the logistics of on-site registration and customer service
- Plans and submits budget compliant Food and Beverage orders by contractual deadline
- Secures Audio Visual proposals, selects A/V company and submits budget compliant A/V orders
- Plans and ensures all signage is designed, printed and ordered/shipped
- Manages food and beverage, audio/visual, signage and labor logistics for each event
- Coordinates with sales team to organize logistics of exhibition space



- Provides coordination for use of mobile application and communications during each event
- Manages speaker contracts, communications, travel, hotel, and onsite needs
- Manages event budget to ensure all invoices fall within company compliance standards and are processed timely with appropriate completed documentation
- Follows internal processes to ensure accurate, timely completion and submission of conference/event related receivables, payables and financial forms pre and post event
- Coordinates site visits and inspections pre, during, and post event
- Meets or exceeds performance standards and goals related to: Attendee and exhibitor satisfaction, contracting and event planning deadlines, conference budget adherence, expenses and revenue targets. Audits post event performance data and integrates said data into future planning
- Coordinates all calendar updates and information necessary for each event and disseminates pertinent information to company departments
- Adheres to all company standards for each event
- While performing the duties of this job, employees are regularly required to sit, walk and stand, talk or hear, both in person and by telephone, use hands repetitively to handle or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds

## **Requirements**

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree from an accredited university
- Minimum of 3 years meeting and/or event planning experience
- Experience planning, implementing, and achieving goals
- Knowledge of industry trends, tools, and best practices
- Data management, analytic, and software application skills

### **COMMUNICATION CRITICAL THINKING SKILLS**

- Superior attention to detail
- Superb organizational and follow up skills
- Excellent verbal, written, and interpersonal communication skills
- Demonstrated project management and problem-solving skills with an ability to manage multiple priorities and deadlines at once
- Ability to work effectively in a team environment nurturing cooperative working relationships with diverse groups

### **SOFTWARE SKILLS REQUIRED**

- Proficient in Microsoft Word, Excel, Outlook
- Experience with project management software



#### **EXPECTED TRAVEL**

- 30% - 40% annually including some weekends

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#### **EQUAL EMPLOYMENT OPPORTUNITY**

CGi is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.