

Job Title: Events Manager
Classification: Full-time/Exempt
Work Schedule: Min. 40 hours per week; will be required to work some evenings and weekends

Position Overview:

The **Events Manager** will be responsible for contributing to the organization's efforts in delivering outstanding customer service and financial profitability. The ideal candidate will be proactive with strong organizational skills and a network of existing relationships and will have exemplary customer service skills and a knack for closing sales leads.

Responsibilities:

- Lead and/or assist in the planning, scheduling, coordination, execution and evaluation of rental events and ASTC's receptions to ensure exceptional customer experience.
- Assist in maintaining central database for events.
- Maintain dialogue and physical records regarding special events and private event clientele.
- Build and establish relationships with **new** clientele and maintain effective relationships with them.
- Coordinate logistics and maintain on-going communication with staff and vendors including audio-visual usage, anticipated security and maintenance needs, and catering. Responsible for notifying pertinent staff, including Security Manager and Maintenance Manager, of any special needs.
- Ensure high satisfaction of clients for events.
- Contribute to annual fiscal year sales quota.
- Other duties as assigned.

Qualifications:

- 3+ years of special event planning/project management experience
- Proven track record of managing events with 100+ attendees
- Working knowledge of accounting and payment processes to uphold budgets
- Background driving the logistical process for events and working knowledge of event planning software such as Social Tables, All Seated, etc.
- Strong organizational skills
- College degree from an accredited university

Personal Characteristics:

- Maturity, diplomacy and calm under pressure
- Strong interpersonal skills
- Strong communication skills, written and oral
- Values diversity of thought, background and perspective
- Ability to multi-task while maintaining attention to detail
- Personal integrity and ethical standards

If interested, please send a resume with cover letter to HRDept@asiasociety.org. No phone calls please.