

Job Title: Assistant Events Manager
Reports to: Vice President of Communication & Audience Engagement
Classification: Part-time/Non-Exempt
Work Schedule: Max 20 hours per week; will be required to work some evenings and weekends

Position Overview:

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

Responsibilities:

- Lead and/or assist in the planning, scheduling, coordination, execution and evaluation of events to ensure exceptional client experience.
- Assist in maintaining central database for events and/or private event sales records.
- 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.
- Oversee, schedule and confirm use of facilities for rentals.
- 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.
- Assist in tracking operating revenue and expenses specific to special events and group sales.
- Help meet annual fiscal year sales quota.
- Other duties as assigned.

Qualifications:

- Special event planning/project management experience
- Working knowledge of accounting and payment processes to uphold budgets
- Background driving the logistical process for events
- Strong organizational skills

Personal Characteristics:

- Maturity, diplomacy and calm under pressure
- Strong interpersonal skills

- Strong communication skills, written and oral
- Demonstrated resourcefulness and good judgment
- Values diversity of thought, background and perspective
- Ability to multi-task while maintaining attention to detail
- Personal integrity and ethical standards

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use their hands and arms to handle, reach, or feel; and talk and hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.

How to Apply:

Please email your cover letter and resume indicating position:

Human Resources Department, HRDept@asiasociety.org

Indicate job title in the subject line.

No phone calls, please.

Only those candidates considered for an interview will be contacted. Finalist will be required to provide three current references and complete a background check.

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