



**Position:** Event Manager (Full-Time + Benefits)

**Date Open:** TBD

**Date Closed:** Until Filled

**Salary:** Based on Experience

**Type:** Full-time (exempt) position, expected to work non-regular hours; including nights, weekends, and holidays.

### **PROJECT OVERVIEW**

**@the Grounds (ATG)** is non-profit organization, responsible for the management of the **@the Grounds** campus located in Roseville, CA. The campus is comprised of 60 acres and home to the Placer County Fair, the Annual City of Roseville 4<sup>th</sup> of July Celebration, All American Speedway Racing and several public and private events including trade shows, festivals, corporate events, concerts, graduations and weddings. Opening in February 2020, a brand new 32-million-dollar Event Center. This 160,000 square foot Event Center is capable of hosting meetings of 5,000, 12 basketball courts or 24 volleyball courts, and multiple types sports tournaments and competitions making **@the Grounds** the premier meeting place in the Sacramento Area.

This is an exciting opportunity for a individual that is innovative, entrepreneurial, diligent and business savvy who want to be an important part of building this new operation.

### **MISSION**

To ensure the sustainable operation and management of **@the Grounds** as a premier sporting, meeting, event, festival, fair, concert and celebration destination with a focus both on local rentals and events that achieve specific hotel room night goals.

### **AREA**

Population of about 250,000 in the Placer Valley region part of the Sacramento Metroplex. It is a beautiful area with significant growth especially in our immediate area. There are great parks and sites, with a heavy emphasis on family. Just a short drive away you can enjoy skiing in Lake Tahoe, sightseeing in San Francisco or wine tasting in the famous Napa Valley.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Ensures successful event coordination activities by monitoring events, maintaining close contact with clients and staff to ensure successful service level is achieved.  
Meets with client groups to plan and organize assigned meetings and /or events.

- Guides clients in the preparation of events by interpreting and explaining contract provisions, policies, and procedures.
- Keeps clients informed as to the status of deadline schedules, including but not limited to floor plan submissions, meeting room set-up specifications, insurance requirements, and other relevant details.
- Approves final billing.
- Provides clear, concise and timely communication of detailed requirements to operational departments.
- Maintains Event-related reports, information, and files.
- Attends and coordinates appropriate planning, organization and event meetings.
- Serves as manager on duty as required.
- Maintains the proper image and generates positive public relations with patrons and staff.
- Schedule event staff for day-to-day operations and special events. Continue to adjust and update work schedules to reflect cost efficiency and building activity.
- Establish and maintain effective working relationships with police, fire, EMT's and other security personnel and/or safety organizations.
- Approves payroll, maintains records and compiles reports for management on a regular basis.
- Handle complaints, disturbances or related problems with the public, staff or clients.
- Investigate, report and provide follow-up on incidents including damage or injury to the facility or individuals.
- Lead, Mentor, Supervise, and teach Event Department Staff.
- Work extended and/or irregular hours including nights, weekends & holidays.
- Ensure accurate set-up and breakdown of all events, to ensure all set-up of ups are set to requirements in the event resume.
- Work with and supervise teams of employees as assigned.
- Respond quickly and efficiently to all guest/client request
- Works with other @the Grounds departments to provide exceptional guest and client services.
- Adhere to all @the Grounds security, policy and procedures to ensure safety.
- Maintain the cleanliness of the buildings and campus.
- Position requires step climbing, walking, and sometimes running; may be subject to physical confrontations; indoor and outdoor working conditions, as well as working in extreme temperatures for long periods of time.
- Other duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrate knowledge in industry terminology, facility capabilities, operational procedures, event coordination and event-related services, and food and beverage operations.
- Handle and prioritize multiple tasks and projects simultaneously.
- Demonstrate the principles and techniques of supervision, training, budgeting and other administrative duties.
- Handle conflicts make common sense decisions, and exercise proper action during high tension and stressful situations.
- Work independently, exercising judgment and initiative.
- Organize and prioritize work to meet deadlines. Work effectively under pressure and/or stringent schedule and produce accurate results.
- Remain flexible and adjust to situations as they occur.

- Follow oral and written instructions and communicate effectively with others in both oral and written form.
- Maintain an effective working relationship with clients, employees, exhibitors, patrons, and others encountered in the course of employment.
- Possess any appropriate licenses as required by the state.
- Experience using Windows, Word, Excel and other standard office software and equipment.
- Must be effective in both written and verbal communication.
- Must be able to lift 50 pounds.

### **EDUCATION/EXPERIENCE**

- Minimum Three to four years of work experience in multi-purpose venue as an event planner, event coordinator, or event manager. Must have proven event and venue operations experience and knowledge.
- A degree from an accredited (4) year college or university (hospitality, sports management, or related) or combination of work experience at a rate of 2 years of work experience in related field for every year of education.
- Customer service experience in a hospitality profession is required.

**Please Submit your resume to:**

[info@atthegrounds.com](mailto:info@atthegrounds.com)

By mail or in Person: @the Grounds: 800 All America City Blvd. Roseville, CA. 95678