



## 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](mailto:employment@indianastatefair.com). To apply for this position, please visit <https://www.indianastatefair.com/p/about/employment1> and send the posted application and your resume to the email address above. The salary range for this position is \$45,000 to \$50,000. Thank you for your interest.

### Position Summary

The purpose of this position is to provide professional client support in the planning, organization and management of assigned events at the Indiana State Fairgrounds & Event Center and monitoring the logistics of those events. During the planning of an event, the Event Manager must seek out the client's requirements and expectations, disseminate event logistics to internal departments, oversee the implementation of the event and coordinate with subcontractors pertinent to the event. The Event Manager communicates regularly with show producers, internal departments, external vendors and concessionaires.

### Essential Functions and Responsibilities

1. Serves as the primary liaison between clients and internal departments. Attends appropriate planning, organization and other event meetings.
2. Determines event criteria and develops a detailed event setup sheet with individual instructions to each department.
3. Guides clients in preparation of events by interpreting and explaining contract provisions, guidelines and procedures.
4. Prepares cost estimates and assists the accounting department with final billing.
5. Keeps clients informed as to the status of deadline schedules including but not limited to floorplan submissions, insurance requirements, staffing needs and other related details.
6. Communicates internally with monthly calendar updates, new show alerts and event information.
7. Serves as a Manager On Duty as required during scheduled events.
8. Assists with Ungerboeck, the ISF&EC Event CRM Software. Gains knowledge in the system, builds templates and performs activities to help create business efficiencies.
9. Manages department data including rental rates, venue guidelines, building descriptions and equipment/service pricing. Assists with and assesses best practices and updates to venue information and rates.
10. Acts as primary tenant liaison, assessing needs and dispatching appropriate departmental follow up.
11. Assists the Operations Division during the Indiana State Fair.

### 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; can “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. **Excellent leadership ability:** Able to assume a role of authority when necessary; advocates new ideas and sets an example for coworkers.
7. **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.
8. **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 conventions, 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 has supervisory responsibility over contracted event staff.

#### **Supervision Received**

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

\*To apply, please visit <https://www.indianastatefair.com/p/about/employment1> and send the posted application and your resume to [employment@indianastatefair.com](mailto:employment@indianastatefair.com). Thank you for your interest.