

Ford County Job Description

Event Manager

Fund: General	Department: Administrative Services
FLSA Status: Non-Exempt	Reports To: Operations Manager
Job Status: Full time	Travel Required: Some travel required
Work Schedule: varied schedule; 40 hours +	Nights, Weekends, Holidays will be required

Position Summary: Under the direct supervision of the Expo Director and Operations Manager this position is responsible for ensuring that the Expo Center is completely prepared for events according to event contract, expo policy. Act as liaison between tenants, vendors and Ford County before during and after each event. This position will recruit, train and lead the event staff in assigned tasks. The employee in this position should possess effective communication, organizational and public relations skills.

ESSENTIAL FUNCTIONS:

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Function Statement(s)

- Ensure the Expo Center is thoroughly clean and restrooms are well supplied for events.
- Prepare facility according to County policy and contract/rental agreement requirements for events held in at the Expo Center Complex;
- Maintain all event-related documents including but not limited to event sheets, event orders, appropriate communication in conjunction with events, and event settlement documents;
- Submit requests for additional amenities such as seating, portable restrooms, and waste receptacles to the Operations Manager immediately upon knowledge of such request;
- Assist and coordinate event staff throughout set up, event and tear down;
- Assist with maintaining arena ground conditions and event needs;
- Verify purchase of additional supplies and services requested by tenants such as electrical service and animal bedding with Operations Manager;
- Compile and maintain detailed event notes and records on a monthly basis (including but not limited to operations, staffing, security, food & beverage, event updates, costs incurred)
- Assist in the safe load/unload process of trade show participants;
- Maintain positive rapport and form strong employee, client and tenant relationships;
- Address questions, concerns and complaints from the general public in a professional manner and detail them in the event notes/ records;
- Possess knowledge of and enforce facility rules, regulations, policies and procedures;
- Assist with assembly and disassembly of stalls and temporary fencing, drape and poles, etc. per event specifications;
- Assist with overall cleanliness, care and maintenance of building and property;
- Vary attendance during typical weekday scheduled hours and weekends as event schedule demands;

MARGINAL FUNCTIONS

- Assist Expo Director and tenants in event planning;
- Performs other duties as deemed necessary or assigned;

POSITION QUALIFICATIONS

- Must possess a valid Driver’s License.
- I-9 Eligibility to work in the U.S.
- Successful completion of a post offer Drug screen, health assessment and background check.

SKILLS & ABILITIES

- **Experience:** Salary will be based on Qualification and Experience.
- **Education:** High School diploma or equivalent is required. On the job mandatory training is assigned.
- **Skills:** Ability to safely operate a fork lift, tractor, skid steer, small power tools as well as various hand tools.
- **Accountability:** Employee is not responsible for budgetary control of the department and does not participate in the annual budget process.
- **Supervision:** Supervision of event staff and vendors is required.
- **Personal Relations:** Frequent contact with past, current and future clients and tenants, contact with other county departments, and the general public.
- **Working Conditions:** This position involves work both indoors and outdoors year round in varying weather conditions. Working at significant heights (from the floor) occasionally is expected.
- **Certificates & Licenses:** CPR/First Aid required within 12 months of hire;
- **Other requirements:** I-9 Eligibility to work in the U.S. and successful completion of a post offer Drug screen.

PHYSICAL DEMANDS

Stand	C (constantly)
Walk	C (constantly)
Sit	O(occasionally)
Handling/Fingering	F (frequently)
Reach Outward	F (frequently)
Reach above shoulder	F (frequently)
Climb	O(occasionally)
Crawl	O(occasionally)
Squat or kneel	F (frequently)
Bend	F(frequently)

LIFT/CARRY

10 lbs or less	C (constantly)
11-20 lbs	C (constantly)
21-50lbs	F (frequently)
51-100	O(occasionally)
Over 100 lbs	N (not applicable)

Push/Pull

12 lbs or less	C (constantly)
13-25 lbs	F (frequently)
26-40 lbs	F (frequently)
41-100 lbs	O(occasionally)

N(not applicable) Activity is not applicable to this occupation.

O(Occasionally) Requires this activity up to 33% of the time (0-2.5+hrs/day

F(frequently) Requires this activity from 33%-66% of the time (2.5-5.5+hrs per day

C(Constantly) Requires this activity more than 66% of the time (5.5+ hrs per day

Other physical Requirements Ability to wear Personal Protective Equipment (PPE) (Ear protection, safety glasses)

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____