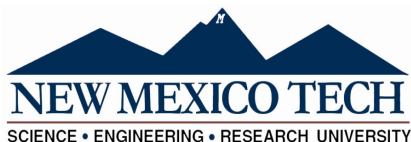


Posted: June 6, 2023



POSITION ANNOUNCEMENT

TITLE: ASSISTANT DIRECTOR OF EVENT OPERATIONS

DEPT: MACEY CENTER

REG

TEMP

FULL TIME

PART TIME

STARTING RATE or SALARY RANGE \$42,000-\$47,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.

INTERNAL POSTING THROUGH: June 14, 2023*

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

JOB SUMMARY:

Under the direction of the Director of Conference Services and Events, the Assistant Director of Event Operations will plan, coordinate and provide general oversight of all facility events, as well as the administration of outside vendor resource services to maximize the effectiveness and efficiency of campus event functions. In addition, this role will require supporting VIP events and close interaction with event requestors. Other responsibilities may include benchmarking, trending analysis, service level optimization studies and implementation.

JOB FUNCTIONS:

Event Management 75%

- Liaison with Assistant Director of Hospitality and Events in the planning and management of events
- Attend all planning meetings for specific events
- Gather information and coordinate with event requestor as required
- Act as liaison between each service in the Department as the focal point of contact for an event
- Responsible for the allocation, management and supervision of manpower resources to cover each event using outside vendor services, students and internal personnel
- Responsible for the planning, management and implementation of all event set-ups, including furniture moves and re-arrangement, installation of stages and podiums, floor coverings, etc.
- Prepare and manage the event specific timeline to be applied for the entire event process
- Oversee and provide assistance during the actual event, especially for VIP events
- Ensure the facilities where the event takes place is in pristine condition, i.e. cleanliness, appropriate environmental conditions, etc.
- Oversee all technical aspects including A/V, web conference services, and video and cameras
- Once the event has ended, ensure the event location is reset to the standard operating set-up configuration
- Identify and oversee the necessary support needed to perform various furniture and equipment moves throughout campus (i.e. work orders)

Strategic Planning 10%

- Together with the Director, evaluate and identify methods of improvement in the way the facilities support the University's event planning operation
- Assist the team with identifying operational improvements via benchmarking, trend analysis, modeling and traffic patterns

Event & Staff Supervision 10%

- Independently operate and carry out assigned responsibilities while working with the Assistant Director of Hospitality and Events, and the Director of Conference Services Events in overseeing and contributing to the efficient operation of the facilities
 - Schedule, supervise and motivate event personnel and student staff
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

High School (or GED) level ability in spelling, grammar, composition and math. Must have 3-5 years of supervisory experience. Must have 3-5 years of conference, special event, event management or catering experience. Must have or be able to obtain a New Mexico's Server Certification. Must be familiar with presentation software, hardware and video streaming. Knowledge of crowd management, safety/security procedures, and disability accommodation service. NM Driver's License.

DESIRED QUALIFICATIONS:

Bachelor's Degree in Hospitality Management, Business Administration or Event Operations.

LIFTING REQUIREMENTS:

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	F
30 - 50 pounds	F
50 - 100 pounds	F
100 + pounds	O

PHYSICAL DEMANDS:

Standing 25%	Sitting 10%	Walking 25%	Pulling 5%
Pushing 10%	Lifting 10%	Stooping	Kneeling 5%
Crawling	Climbing 5%	Reaching 5%	Other

Apply to: nmtjobapps@npe.nmt.edu