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USS MISSOURI MEMORIAL ASSOCIATION
POSITION DESCRIPTION

Position Title: Events Manager

Reports to: Director of Events

Department: Sales & Marketing

Primary responsibilities: The Events Manager is responsible for assisting the Director of Events with all aspects of Battleship Missouri event planning and execution including, but not limited to, revenue-generating events, signature events, military ceremonies, receptions, memorials and productions. The Manager must successfully track, schedule, and coordinate events with professionalism and diplomacy.

This position works with personnel from other departments with respect to specific event logistics to ensure the success of an event, and conducts business with clients and vendors in both the military community and private sector.

Other responsibilities include generating and promoting new business, as well as creating, marketing, and executing new products. Provide supplemental support to entire Events Department as needed.

Must haves:

Strong organizational skills and attention to detail
Ability to prioritize workload with minimal supervision
Strong diplomacy skills with a team player attitude
Great customer service skills
Outgoing personality and enjoy working with the public
Familiarity working with all branches and ranks of the military

Primary duties:

1. Oversee all revenue and non-revenue generating events from inquiry to execution in a timely and professional manner. This includes, but is not limited to, conducting site inspections, developing contracts and budgets, assisting with vendor selection, volunteer recruitment and management, managing invitation lists, creating operation sheets, day-of execution and post event follow up and reporting.
2. Responsible for the schedule of all revenue and non-revenue generating events in order to maximize available space and personnel. This includes responding to a high volume of phone calls and emails daily and utilizing sound judgment to manage competing requests in the best interest of the USS Missouri Memorial Association.

3. Organize and communicate the schedule of events and ceremonies to the Director of Events and other departments on a regular basis. Follow through and confirm event details with clients, communicating established guidelines for such events.
4. Successfully cultivate positive client/vendor relationships promoting efficient, professional, and long term partnerships within both the military community and private sector.
5. Find and develop opportunities to turn non-revenue generating events into value added or future revenue generating events. Promote event sales and community relations by communicating with clients and vendors professionally, both verbally and in writing, regarding specific event logistics, options, and upgrades.
6. Maintain and maximize profitability of revenue-driven events and in-kind donations through maintaining and analyzing sales, in-kind statements, inquiry database, ceremony and visitor tracking, profit and loss statements, and assisting in implementing policies and procedures to increase overall department performance.
7. Collaborate with the Director of Events and Military Liaison in creation, implementation and execution of new products and promotions as well as maintaining content for all department-related publications including website and brochure.
8. Coordinate and/or manage the execution of Distinguished Visitor Tours, political functions & visits, international diplomatic visits and requests.
9. Additional duties as required by management.

Working Conditions:

1/2 of the time is spent in office conditions, 1/2 of the time is spent outdoors on the pier or on the ship in various weather conditions. The ship is moored in an active naval base, Pearl Harbor Hawaii.

Schedule: Monday thru Friday 0800 to 1700, multiple evenings, some weekends and holidays (Varies w/event schedule).

Education, Experience and Skill requirements: Minimum of two years relevant experience and/or training required. Bachelor's degree preferred. Military experience is a plus.

COMMUNICATION SKILLS: Excellent written and verbal communications skills and a strong aptitude for writing clear and concise reports, business correspondence, and procedural manuals are required. Must also have the ability to effectively present information and respond to questions from groups of managers, clients, customers, high-level military or political contacts, and the general public. Must be a clear and effective speaker, have proper telephone etiquette, customer service skills, an outgoing and positive personality and work well with the public. Diplomacy is a must.

TECHNICAL SKILLS: Strong computer skills are required, including competency in using Microsoft Outlook, Word, Excel, Access, Publisher and various event management programs. Candidate must excel at all aspects of business math; including calculating discounts, interest, commissions, proportions, percentages, and area.

Candidate must have the ability to apply common sense and a thorough understanding of industry standards to make decisions quickly and efficiently with minimal direction, and to carry out detailed written and/or verbal instructions.

The Battleship Missouri is located on an active military base, Ford Island, so a current driver's license and reliable transportation are required.

Physical requirements:

Position spends over 2/3 of the time listening and talking. 1/3 to 2/3 of the time is spent standing, walking, sitting, and using hands to lift, handle, climb, balance, reach and operate various equipment. Any lifting may range from less than 10 pounds to up to 35 pounds. Other physical requirements may include, kneeling, crouching or crawling in preparation for an event or during. Candidate must have clear vision at varying distances, ability to identify and distinguish colors, peripheral vision, depth perception and the ability to adjust focus.