UNIVERSITY OF SOUTHERN CALIFORNIA
Event Manager, Auxiliary Services
Job Code: 143024

Grade: 00
OT Eligible: No
Comp Approval: 3/15/2016

JOB SUMMARY:
Serves as the liaison between the event promoter and the venue by identifying, planning, staffing, scheduling, ordering, and managing all services and personnel, provided by the Los Angeles Memorial Coliseum for the event. Directs and coordinates all facets of the event from the initial inquiry, site visit, move-in, event day, move-out, and up to and including the Accounting billing settlement.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Acts as the liaison and point of contact with the event promoter. Responsibilities include, but are not limited to, holding site visits, providing consultation services to determine the dynamics, and communicating the data accordingly.

Prepare, advance and execute assigned events and demonstrate fiscal responsibility in managing the event in compliance with University and facility policies and procedures. Utilizes Event Booking software program to maintain and manage all events, including but not limited to placing dates on hold and using the approved templates and forms for all event correspondence, etc.

Responsible for proactively seeking, generating and/or finding events for managed venues.

Must be present for move-in, event day, and move-out and serves as the manager on duty for all event related needs and requests.

Reviews the contract details with senior management prior to delivery, issues the License and Operating Agreement to the Promoter and ensures the contractual terms; including payment terms/dates are followed. Prepares the Event Estimate of Expenses for senior management to review prior to presenting to the Promoter. Assists with collecting payment and submits all documentation and post-event reports to the Accounting department for review within 14 days of the conclusion of the event.

Conducts conference calls, site-visits, and production meetings as necessary. Schedules staff, services, and equipment for the event in a timely manner. Prepares and distributes “Show-Note’s” to the appropriate departments and personnel. Communicates any issues or concerns to senior management.

Develops and implements security related procedures such as office opening and closing routines, standard operating procedures, equipment issue, risk assessment, pre-event briefing, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains building policies, procedures and standards for security awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. Responsible for all incident management and response during events and post-event reports to senior management.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY**

Essential:  

Yes In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor’s degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 3 years
- Combined education/experience as substitute for minimum experience

**Minimum Field of Expertise:**

- Entertainment/Athletic Field

**Preferred Field of Expertise:**

- Latino events and markets. Bilingual Spanish.

**Skills: Other:**

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Lead/guidance skills
- Organization
- Planning
- Problem identification and resolution
- Project management
- Public speaking/presentations
- Research
- Scheduling
- Teaching/training

**Skills: Machine/Equipment**

- Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

**Supervises:**  **Level:**

May oversee student, temporary and/or casual workers.

**SIGNATURES:**

Employee: ____________________________  Date:_____________________________

Supervisor: ____________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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