The Director of Conferences and Events position at Calabrese Management is an executive level position reporting directly to the owner of the company. The ideal candidate must demonstrate the ability to multi-task and be responsive to the needs of our clients and staff. Responsibilities include the following items:

**Management and Finance:**
- Manage assigned projects in the area of meeting/event planning for a variety of meetings, conferences, webinars and workshops.
- Oversee all committees related to client events scheduling meetings, taking minutes, and providing appropriate follow-up.
- Develop and monitor budgets to ensure revenue and expenses are kept within established boundaries. Review financial information for accuracy, such as invoices for services and materials; the hotel invoice, subcontractor invoices, etc. and assist in the preparation of the final financial report for the client.
- Ensure walk-ins and payments received at events on-site are recorded in appropriate databases and forwarded to finance department for financial tracking and processing.
- Work with Finance Department to invoice any non-paying exhibitors, attendees, sponsors, etc.
- Work with Finance Department to invoice clients for Calabrese Management A/V utilized on-site.

**Event Management and Administration:**
- Work with appropriate individuals to develop and monitor timelines and deadlines related to all aspects of events, ensuring the information is communicated with staff, volunteers, contractors and other constituents.
- Work with committees to develop a program for events including speakers, topics, and timing and communicate with speakers regarding their commitment to the event and their needs related to attending the event (i.e. A/V, travel, reimbursement, handouts, bios, etc.)
- Submit program to appropriate individuals for credit approval.
- Manage database and registration process, including on-site registrations, to assure accurate registration data, name badges (and ribbons), fee collection, counts for specific events, etc.
- Manage and work with appropriate staff to evaluate all events, ensuring continual improvement and quality customer service. Utilize survey monkey instrument to evaluate attendees and non-attendees, as appropriate, gathering and disseminating the results received.
- Attend the event and provide on-site support, as requested by the Executive Director.
- Provide any follow-up to the events such as thank-you letters to speakers, vendors, sponsors, volunteers, etc., as needed, working with the sponsor/exhibit coordinator. Ensure materials are sent to registered non-attendees and ensure committee meets to discuss event after the fact.
- Manage all special activities held in conjunction with events including golf outings, spouse tours, raffles, contests, etc.
- Responsible to pack and oversee shipping of materials needed for events and ensure their prompt arrival.
- Responsible for ensuring all materials arrive back to the office after events and are properly disseminated to staff responsible for those items.
**Event Logistics:**
- Assist in the evaluation and selection of geographic locations for events, as far in advance as possible.
- Research potential event sites in selected geographic locations, utilizing the services of a local convention and visitor’s bureau, or Helms-Briscoe, as appropriate. Participate in site visits, if needed. Prepare and facilitate review of alternative site information, leading to selection of a geographic location and property for the events.
- Negotiate, or work with Helms-Briscoe to negotiate, an acceptable contract with the selected property, for review and approval by the Executive Director, protecting the financial interests of the client.
- Negotiate contracts and evaluate options with a variety of vendors for events and arrange for all related services with vendors, such as decorators, audio-visual needs, buses, signage, entertainment, etc.
- Make and communicate all overnight accommodations for staff and speakers, and communicate rooming lists and VIP upgrades to hotel, as appropriate.
- Ensure all logistical details of events including securing of conference line, uploading presentations to conference line website, photography, volunteer coordination on-site, moderators, room set-up, audio visual, transportation, housing, food and beverage, BEOs, etc.
- Work with the contractor responsible for vendors/exhibitors/sponsors to ensure all logistical details of working with the exhibitor/sponsor/vendor area including signage, promotion, registration, and on-site decorators.

**Communication and Promotions:**
- Develop and monitor timelines/promotional schedule for events, working with communications staff to ensure adequate and proper promotion.
- Manage the promotional aspects of events including, but not limited to the following:
  - Work with Communications Director to develop registration materials for events
  - Work with Communications Director to review promotional materials prior to distribution, i.e. attendee brochure, on-site program, etc.
  - Write or secure articles for client newsletters to promote the events held, both before and after the events
  - Provide information on the events to the Communications Director for promotion on the website including details for registration, photographs (after events), listing of vendors, listing of attendees, etc.
  - Write copy for e-blasts in accordance with promotional schedule developed
  - Write copy for social media vehicles to promote events, ensuring Communications Department posts information provided
  - Visit website regularly to ensure event sections are up-to-date and current

**Other:**
- Other duties as necessary to contribute to the overall success of the clients served.

**Required Qualifications & Experience:**
- Minimum 3 years working experience
- Direct work in conference planning or special events
- Contract negotiations with hotels and vendors
- Proficiency in Microsoft Word, Access and Excel
- Demonstrated excellence with verbal and written communication skills
- Bachelor’s degree or CMP preferred
- Ability to travel
- Availability to work evenings and weekends