

## **JOB DESCRIPTION**

**JOB TITLE:** Event and Production Manager

**EMPLOYER:** North Texas Real Estate Information Resources, Inc.

**DEPARTMENT:** Professional Development

**REPORTS TO:** Director of Professional Development

**EFFECTIVE DATE:** 6/2/2017

**SUMMARY:** This position is primarily responsible for planning and executing a variety of Association events, with an expertise in implementing the overall creative, technical and logistical elements that help an event succeed. Work involves creating and distributing an annual event calendar to drive timelines and achieve objectives.

### **DUTIES AND RESPONSIBILITIES:**

- Manage all aspects of the event production process including contract negotiation.
- Work effective with internal teams to maximize brand building, marketing and the overall communications strategy for each event.
- Prepares and distributes an annual event calendar.
- Prepares a budget for each event.
- Tracks budgets costs throughout the project and communicates changes that affect the budget to the Director of Professional Development.
- Oversees all Association events as onsite liaison.
- May travel to industry conferences
- Responsible for coordinating the New Affiliate Orientation program and the creation and updating of information packets.
- Responsible for timely response to all departmental voice mail and email inquiries.
- Maintains company established filing and record keeping systems.
- Performs other duties as assigned or required.

### **QUALIFICATIONS:**

- Two to four years related experience or equivalent.
- Good judgement with the ability to make timely and sound decisions
- Must be able to speak, read, write, and understand the primary language(s) used in the workplace.
- Excellent written and verbal communication skills.
- Commitment to excellence and high standards
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Acute attention to detail
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Proficient on Microsoft Word, Excel, PowerPoint, Outlook, Internet Software, Event Management Software and Adobe Pro

- Passion, enthusiasm, focus, creativity, and a positive outlook.
- Professional appearance and demeanor
- Ability to effectively communicate with people at all levels and from various backgrounds.
- CMP Designation

#### **COMPETENCIES:**

- **Analytical**-- Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Design**--Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- **Problem Solving**--Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management**--Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- **Technical Skills**--Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Customer Service**--Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Oral Communication**--Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication**--Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Business Acumen**--Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness**--Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Organizational Support**--Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Judgment**--Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Motivation**--Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

- **Planning/Organizing**--Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism**--Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality**--Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Adaptability**--Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality**--Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability**--Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative**--Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation**--Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand
- Frequently required to walk
- Frequently required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- Occasionally required to lift/push/carry items less than up to 25 pounds
- Occasional exposure to outside weather conditions

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*