



SHWorldwide, LLC
JOB POSTING: EVENT MANAGER (CONTRACT)

Posting Date: May 16, 2019

Job Title: Event Manager (Contract)

Reports To: Senior Director of Event Operations or COO and SVP of Creative & Production

Position Type: Seasonal, Part-Time, Freelance/Contract

Pay Structure: Hourly or Project-Based Fee Structure

ABOUT SHW

SHWorldwide, LLC ("SHW") is the preferred global partner for creating, managing and delivering state-of-the-art event experiences for top-tier corporations and convention organizers.

POSITION SUMMARY

The Event Manager is responsible for seamlessly planning and executing client-facing events. Managing events independently or as part of a larger planning team, this position requires strong organization, communication and project management skills. Collaborating with members from the Sales, Events, Registration and Creative teams, the Event Manager must possess knowledge of the overall event process including managing client relations, program development, vendor negotiations, pre-event logistics, contract liabilities, budgets, onsite execution and post-event reconciliation.

JOB RESPONSIBILITIES

- Program Development
 - Assist with program development, proposals, contracts, costing, site inspections and client presentations
 - Recommend solutions to enhance client programs as opportunities arise
- Event Management & Execution
 - Initiate and manage communication to all necessary stakeholders to include scheduling conference calls and team meetings, leading discussions, creating meeting agendas, and composing post-meeting recaps
 - Research potential venues for events, perform site inspections (virtual or onsite), make recommendations and guide client and team on best-fit options
 - Vet, select and negotiate with vendor partners, negotiate for best possible costs, terms and concessions, review vendor contracts and final invoices for accuracy
 - Manage vendors and possess a thorough understanding of each vendor's function and specialty to ensure deliverables are fulfilled to expectation, budget and timeline
 - Develop accurate budget forecasts and budget reconciliations including detailed explanation of variances. Ensure that budget updates are clearly communicated to clients and internal SHW team members
 - Create, manage and distribute all event documentation to include event plans, budgets, agendas, workback schedules, onsite roles and responsibilities, show flow, staffing plans, hours reports, post-show reporting and final invoices
 - Troubleshoot, evaluate and address event issues and provide best-fit solutions
 - Perform onsite event execution to include management of client, events, vendors and team



ESSENTIAL SKILLS

- **Ensures Accountability:** Holds self and others accountable to meet commitments, promotes a sense of urgency, is on top of tasks and knows where things stand, provides balanced feedback at crucial times
- **Action-Oriented:** Enjoys working hard; readily takes on new opportunities and challenges with a sense of urgency, high-energy and enthusiasm; displays initiative and acts with minimal direction, preparation or planning
- **Manages Ambiguity:** Adapts quickly to changing conditions, makes significant progress and remains calm and composed even when things are uncertain
- **Collaborates:** Builds partnerships and works collaboratively with others to meet shared objectives, facilitates open dialogue with a wide variety of contributors and stakeholders, balances own interests with others' and seeks input through proactive listening
- **Communicates Effectively:** Effective in a variety of communication settings, actively listens, checks for understanding and adjusts to fit audience and message
- **Manages Complexity:** Distinguishes between what's relevant and what's unimportant to make sense of complex situations, looks beyond the obvious and analyzes multiple and diverse sources of information to define problems accurately before moving to solutions
- **Customer-Focus:** Dedicated to meeting the expectations of internal and external customers, establishes and maintains effective customer relationships
- **Decision Quality:** Makes sound decisions, even in the absence of complete information; seeks input from pertinent sources to make decisions in a timely manner; displays superior judgment
- **Cultivates Innovation:** Moves beyond traditional ways of doing things, continually assesses the market potential of an innovative idea or solution, finds and champions the best creative ideas and moves them into implementation, builds excitement in others to explore creative options
- **Interpersonal Savvy:** Builds immediate rapport and develops relationships with a wide variety of people, understands interpersonal and group dynamics and reacts effectively, seeks input through proactive listening
- **Nimble Learner:** Enjoys the challenge of unfamiliar tasks, learns and adapts quickly when facing new situations, makes significant progress and remains composed even when things are uncertain, extracts lessons learned from successes and failures
- **Plans & Aligns:** Manages time and multiple tasks effectively and efficiently, breaks down objectives into appropriate initiatives and actions, lays out a thorough schedule and steps for meeting milestones, tracks and manages progress, seeks ways to improve processes
- **Resilient:** Remains confident and composed under pressure, manages crises effectively, maintains a positive attitude, easily rebounds following setbacks
- **Drives Results:** Sets aggressive goals and has high standards; pursues everything with energy drive and the need to finish, persists in the face of challenges and setbacks, always keeps the end in sight and puts in extra effort to meet deadlines
- **Balances Stakeholders:** Maintains frequent interactions with a broad stakeholder network, takes proactive approach to shape and influence stakeholder expectations, serves as a liaison between different stakeholder groups and effectively aligns interests



WORK ENVIRONMENT & CONDITIONS

- Capable of working independently or as a key contributor on a team
- Schedule flexibility and travel required; long hours and weekends are mandatory at times based on project requirements
- Occasional in-office meetings at SHW Headquarters in Seattle, WA required (note: SHW is a dog-friendly environment)
- Occasional fast turnarounds on projects
- Ability to stand/walk for extensive lengths of time and to lift 20 pounds maximum with frequent lifting and/or carrying of objects up to 10 pounds
- This position has no direct reports

EDUCATION & QUALIFICATIONS

- Minimum 3 years corporate event management/hospitality experience
- Relevant familiarity with greater Seattle area venues, restaurants, hotels and suppliers preferred
- College degree preferred
- CMP certification preferred
- Proficient in Microsoft Office suite products
- Self-starter, capable of handling a fast-paced, high-stress environment
- Knowledgeable in overall event logistics to include previous budget responsibility, RFP and contract negotiation experience
- Extreme attention to detail and strong organization and time management skills
- Quick thinker and creative problem solver who can deliver on time and within budget
- Strong interpersonal, written and verbal communication skills
- Knowledgeable of event industry trends and best practices

Qualified applicants may submit their resumes to jobs@shworldwide.com