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SACRAMENTO METROPOLITAN  
CHAMBER OF COMMERCE

# Sacramento Metro Chamber

## Event Manager, Programs & Events

**Reports To:** Director, Programs & Events  
**F.L.S.A.:** Exempt  
**Last Revised:** December, 2016

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**Function:** This position reports to the Director, Programs & Events. This position plans, coordinates and manages a predetermined slate of events listed in this description. Responsibilities include managing program & events under the direction of the Director, Programs & Events and aspects of pre-planning, inter-departmental coordination, communications & marketing coordination, onsite execution and post-event wrap-up and evaluations. The Event Manager is also responsible for managing event budgets, ensuring sponsorship benefit fulfillment, proposing and implementing event improvements and assuring the highest-quality event production.

### Weekly Activity:

- Meet with Director, Programs & Events to review priorities and strategies.
- Manage internal and external event staffing needs.

### Requirements:

- Bachelors degree or relevant experience required.
- Minimum 4 years professional experience in program management and/or event management.
- Detail oriented with strong organizational skills and the ability to handle multiple events simultaneously.
- Exceptional customer service skills.
- Strong interpersonal skills.
- Strong written and verbal communications skills.
- Flexibility to handle frequent changes and rescheduling.
- Flexibility with schedule and ability to meet unusual or long hours.
- Working knowledge of MS Office suite software (Word, Access, Power Point and Excel).
- Ability to work with a variety of people as a team player.
- Must have a valid California driver's license.

### Primary Duties Include But Are Not Limited To:

- Serve as lead event manager to include: aspects of pre-planning, inter-departmental coordination, communications & marketing coordination, onsite execution and post-event wrap-up and evaluations for following events:
  - State Legislative Summit
  - Capital Region Legislative Reception
  - State of Agriculture
  - Board Retreat
  - Board & Member Mixers
  - Holiday Mixer
- Serve as support event manager to include: aspects of pre-planning, inter-departmental coordination, communications & marketing coordination, onsite execution and post-event wrap-up and evaluations for following events:
  - Annual Dinner & Business Awards
  - Capitol to Capitol
  - Study Mission
  - Perspectives on Leadership



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- Develop, maintain and implement efficient procedures and processes for successful organization and coordination of the event.
- In conjunction with the Membership Team, ensure that all events have a prominent Metro Chamber representation onsite, including booth, marketing materials, banners, member sales staff and sales packages.
- Ensure that an event plan and post-event evaluation is prepared for each event. Review and evaluate these materials for improvements and policy changes based on outcomes.
- Ensure event information is posted online and is maintained for accuracy.
- Ensure event information is provided to communications department in a timely manner, is accurate and up-to-date, both in printed materials and online & routinely updated.
- Help plan and manage event budgets and ensure budget goals are met. Prepare financial recap and assist in pursuing unpaid invoices.
- Work closely with the Director, Programs & Events to help identify targets, stay abreast of sponsorship activities for events and assist with sponsorship expectations to ensure they are met and exceeded.
- Assist in the preparation of event scripts, timelines, run of show and onsite program and visual elements (to include video & PowerPoint.)
- Work to ensure database information is collected at each event and transferred for marketing and member development purposes.
- Determine on site event staffing needs and oversee Metro Chamber staff & volunteers to assist with onsite execution.
- Develop and maintain alliances with partners, including vendors, sponsors, contributors, members and volunteers.
- Keep thorough and accessible records, including financial records of income and expenses and copies of all correspondences relevant to the event.
- Ensure master calendar and new event information is consistently up-to-date on Chamber database & website.
- Maintain good care and management of event supplies and inventory.
- Perform other duties as assigned.

### Physical Demands:

- Must have a valid California driver's license to be able to drive to various locations.
- Must be able to stand for long periods of time while assisting with Metro Chamber events.
- Must be able to lift up to 20 pounds.

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibility from time to time, as needed.

Interested parties should send a resume and cover letter to Mindy Johnston ([mjohnston@metrochamber.org](mailto:mjohnston@metrochamber.org))