



ANGELO STATE UNIVERSITY

Member, Texas Tech University system

Job Opening For Staff Position of

Events Manager

Job Posting #0806-008

POSITION INFORMATION

Special Events Facilities/Services

Position Number 999748

Posting Date: June 25, 2008

SALARY

\$28,000-\$30,000. Excellent benefits package. Click [here](#) for more information.

JOB SUMMARY

Works primarily evening and weekend shifts as required, to monitor and supervise events held at University facilities scheduled by the Special Events Office. Position will assist customers in planning support services and logistics for special events.

TYPICAL DUTIES

1. Works with customers to identify facility and room set up requirements and ensures appropriate staffing for all events and special programs.
2. Plans labor, equipment, food service arrangements for scheduled events, meetings, and other activities.
3. Ensures that tables, seating, staging, lighting, sound, and other appropriate resources affecting events are operational and properly configured; identifies and arranges for labor needed for events set-ups.
4. Provides events' details and instructions to set-up crew members both verbally, visually and in writing using provided events software packages.
5. Performs custodial and maintenance inspections and follows up with appropriated personnel to ensure that repairs are completed or deficiencies corrected.
6. Performs minor building and audio-visual equipment maintenance tasks.
7. Assists and/or oversees daily vending reports, coin changing machine management, and copy machine deposits.
8. Drafts and prepares internal memos and routine correspondence.
9. Interviews, selects, trains, and supervises student and/or temporary personnel.
10. Prepares weekly work schedules for student employees in the department.
11. Communicates in a professional, service-oriented manner with faculty, staff, students, visitors and others in the course of performing work or coordinating tasks.
12. Assists in conducting the annual inventory of department property and equipment.

KNOWLEDGE SKILLS AND ABILITIES

- Knowledge of events scheduling and set up procedures;
- Knowledge of customer service principles and practices;
- Knowledge of word processing applications and software;
- Knowledge of purchasing procedures and regulations;
- Ability to organize and coordinate event set-ups;
- Ability to perform basic mathematical calculations;
- Ability to organize and complete multiple tasks in an accurate and timely manner;
- Skilled in oral communication and interpersonal relations.

QUALIFICATIONS

Bachelor's degree in any field plus one year of experience in facilities/building operations or management, housekeeping supervision, event planning and set-up, or other directly related experience

APPLICATION REQUIREMENTS

1. ASU Employment Application (http://www.angelo.edu/forms/pdf/Staff_Application.pdf)
2. Letter of interest
3. Resume
4. Contact information of at least three professional references

Official transcripts will be required of job candidate recommended for employment.

Mail to: Office of Human Resources
Angelo State University
ASU Station #11009
San Angelo, TX 76909

Or fax to: 325-942-2156

APPLICATION DEADLINE

Open until filled.

UNIVERSITY PROFILE

<http://www.angelo.edu/publications/employment/universityprofile.html>.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER