Vacancy Announcement
Events Manager

Cascadia is currently seeking a dynamic, collaborative individual for the position of Events Manager. Cascadia College has earned a national reputation for excellence, with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia’s employees enjoy annual paid vacation (accrual based), summer work schedules with a 3-day weekend, a retirement package, tuition waivers, and other excellent benefits.

The successful applicant will have the following qualifications:

Minimum Qualifications:
- Bachelor’s Degree
- Two years of collegiate event management experience OR three years of general event management experience OR equivalent combination of education and experience

Preferred Qualification(s):
- Student activities programming experience
- Marketing experience
- Budget management experience
- Supervisory experience
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

Working hours for this position vary significantly and are dictated by event management needs, the events manager will be expected to work nights and weekends if event needs demand it.

Applicants must submit the following for a complete application:
- Cascadia College application form (please click the link)
- Cover letter (no more than two pages that explain how the candidate’s experiences and qualifications demonstrate the minimum, preferred qualifications and characteristics of the job description)
- Resume
- Federal & State Reporting Form (optional)

For priority consideration, complete applications must be received by the priority date of Monday, December 1st, 2014 by 9am.

Application submissions should be sent to applicant@cascadia.edu. Please type in the subject line of your email the following position title: Events.

Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia Community College. For questions related to this position, please email applicant@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College’s web site www.cascadia.edu/employment.

Cascadia College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex/gender, sexual orientation, national origin, citizenship status, age, marital or veteran status, or the presence of any sensory, mental or physical disability, or genetic information, and is prohibited from discrimination in such a manner by college policy and state and federal law. Persons with disabilities needing assistance in the application process may make request to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.
Events Manager

Full or Part-Time: Full-time
FLSA Status: Exempt
Duration: Permanent
Initial Salary Placement: $41,020 Annual
Maximum Salary: To Be Determined
Supervising Position: Not Applicable
Union Representation: Not Applicable

Position Summary:

This position serves the Bothell campus which houses both Cascadia College and University of Washington Bothell; it is responsible for managing all events held in Cascadia’s facilities and will be responsible for managing events in the Bothell Campus Activities and Recreation Center. The position is responsible for the development of policies and procedures, hiring, training and supervision of employees (including students), volunteers, and/or contract staff as needed and has extensive contact with the public, faculty, staff, event organizers, contractors, event sponsors and others. Responsibilities include budgeting, event venue marketing, contract negotiation, facilities scheduling, managing events staff and management of contract services.

NOTE The balance of the duties and responsibilities of the position are expected to shift with the opening of the Activities and Recreation Center in Fall 2015.

Essential Duties and Responsibilities:

Duties & Responsibilities

Event Management: Manage events held in Cascadia facilities as a profit center, manage budget and authorize purchases. Develop and institute policies governing the management of events in the Cascadia facilities and the Activities and Recreation Center which is currently under construction. Establish rental and service rates based on independent market research to balance market competitiveness and profitability. Develop and manage budgets to control the events business. Solicit business, negotiate contracts with renters of college facilities, caterers and other service providers, bill clients. Maintain content on digital signage, intranet and public website as it pertains to events and rental facilities. Chair the Events Sponsorship Committee for Cascadia Community College. Exercise discretion and independent judgment in making exceptions to established policies, procedures and rates consistent with overall objectives. Assess risks associated with individual events and manage those risks appropriately based on professional judgment.

Staff Supervision: Recruit, hire, train, schedule and supervise events support staff to ensure that customer needs are met and that facilities are maintained at a satisfactory level. Assess staff performance and undertake developmental or disciplinary action as appropriate.

Activities and Recreation Center Development: Collaborate with the ARC Building Manager, student leadership and Student Engagement and Activities leadership at UWB and Cascadia Student Life to support the development of the Activities and Recreation Center. Undertake research, conduct analysis and make recommendations relating to events management in the Activities and Recreation Center as requested. Present information to the committee responsible for overseeing the development of the Activities and Recreation Center as appropriate.

Classroom Rentals: Work with internal users and UWB event coordinator as appropriate to schedule/coordinate events in Cascadia spaces. Coordinate with Information Services to provide requested computing services, software and network access for classroom rentals. Negotiate pricing of supplemental services such as use of software licenses. Coordinate event parking arrangements with Commuter Services, issue event parking permits, setup directional signage for events etc.

Art Gallery Support: Collaborate with faculty and staff as appropriate to support shows in the Art Gallery, including, but not limited to, space setup, receipt of art, security of art, return of art, announcing shows and staffing openings.
Education and Experience:

Minimum Qualifications:
- Bachelor’s Degree
- Two years of collegiate event management experience **OR** three years of general event management experience **OR** equivalent combination of education and experience

Preferred Qualification(s):
- Student activities programming experience
- Marketing experience
- Budget management experience
- Supervisory Experience
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment.

Required Knowledge, Skills and Abilities:
- Knowledge of customer service principles
- Skill in engaging people and problem solving
- Skill in developing and maintaining organizational systems
- Skill in developing business/marketing plans and budgets
- Ability to take the initiative, self-organize and make independent decisions
- Ability to manage time effectively amidst changing priorities
- Ability to communicate effectively with diverse groups;
- Ability to effectively recruit, train and supervise staff.
- Ability to manage detail and accomplish larger goals
- Ability to prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks in a varied, distracting and busy environment.

Terms of Employment:
This is a full-time, twelve-month exempt position and is expected to work evening and weekend hours as dictated by the needs of events. Salary placement is $3,418 per month. Cascadia College offers a comprehensive benefit package including tuition fee waiver.

Physical Work Environment:
Semi-Sedentary Work: Position in this class typically require: keyboarding, talking, hearing, seeing, and repetitive motions such as bending, climbing, and crawling. Work is performed at the Cascadia College campus and in a variety of local settings.

Exerting between 10-50 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body.

This position involves driving off campus occasionally to attend client meetings, taking clients on facilities tours and actively showing event users and service providers what is needed to perform the work needed to provide the necessary event services.

Condition of Employment:
Cascadia College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia College employees must be able to successfully work in and promote a multicultural and diverse work and educational environment.

Note:
The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.