

Assistant Director of Event Management (1089)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=203455>

Downloaded On: Jun. 10, 2023 10:51am

Posted Jan. 16, 2023, set to expire Dec. 7, 2023

| | |
|-----------------------------|---|
| Job Title | Assistant Director of Event Management (1089) |
| Department | Holmes Student Center |
| Institution | Northern Illinois University DeKalb, Illinois |
| Date Posted | Jan. 16, 2023 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Associate/Assistant Director |
| Academic Field(s) | Administration - General |
| Job Website | https://employment.niu.edu/postings/68949 |

Apply By Email

Job Description

Overview

The Holmes Student Center (HSC) first opened in the fall of 1962. The facility was eagerly anticipated by the growing university community and was warmly received. The center contained the first campus bookstore, meeting rooms, guest rooms and other facilities. Originally known as University Center, the building was renamed the Leslie A. Holmes Student Center in 1974, in honor of the former NIU president.

As an integral part of the educational mission of Northern Illinois University, the Holmes Student Center is committed to providing the campus community with a gathering place that enhances student life, cultivates unity, and promotes development through a variety of cultural, educational, social and recreational programs.

Assistant Director of Event Management (1089) Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=203455>

Downloaded On: Jun. 10, 2023 10:51am

Posted Jan. 16, 2023, set to expire Dec. 7, 2023

Position Summary

Under the direction the Associate Director of the Holmes Student Center, this position oversees the operation of the Reservations and Event Management Office and manages all aspects of event ticket sales at the Holmes Student Center.

Essential Duties and Responsibilities

- Oversee the operation of the Reservations and Event Management Office. Supervise Events Coordinators. Maintain an encompassing overview of all events held in the HSC and outdoor spaces and facilitate weekly event meetings with HSC staff and service providers. Build collaborative relationships with campus partners. Represent the HSC on the On-Campus Event Committee, and ensure all events held at the HSC are in compliance. Represent the HSC on the Welcome Days and Homecoming Committees. Serve as liaison and primary administrator of Resource Scheduler.

- Manage all aspects of event ticket sales, including but not limited to serving as primary administrator of the NIUTickets.com ticket sales platform, train HSC, public safety and other staff as needed on how to use NIUTickets platform to setup ticketed events. Ensure event ticket sales comply with all aspects of the On-Campus Events Policy.

- Consult with student organizations and University departments to determine ticketing, security, and staffing needs for campus events at the HSC. Advances security requirements of shows with student organizations, professional entertainment groups and performing artists. Provides estimates for security and ticketing costs. Consults with Police & Public Safety as needed to assist in the development and enforcement of safe events and programs.

- Other duties as assigned

Assistant Director of Event Management (1089)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=203455>

Downloaded On: Jun. 10, 2023 10:51am

Posted Jan. 16, 2023, set to expire Dec. 7, 2023

Minimum Required Qualifications (Civil Service)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in Hospitality, Marketing, Public Relations, Communications, Business Administration, Student Affairs, or a closely related field.
2. One (1) year (12 months) of professional work experience in Events Planning, Conference Management, Public Relations, Communications, Marketing, or any other related field.

Knowledge, Skills and Abilities (KSAs)

1. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
2. Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
3. Skill in analyzing information and evaluating results to choose the best solution and solve problems.
4. Skill in scheduling events, programs, and activities, as well as the work of others.
5. Skill in oral and written communication.
6. Ability to adjust actions in relation to others' actions.
7. Ability to listen to and understand information and ideas presented through spoken words and sentences.
8. Ability to apply general rules to specific problems to produce answers that make sense.
9. Ability to develop specific goals, plans to prioritize, organize, and accomplish tasks.
10. Ability to work effectively with staff, the public, and outside constituency groups
11. Ability to effectively plan, delegate, and supervise the work of others.
12. Ability to utilize various computer software packages, such as Accounting Software, query, etc.
13. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions or problems.
14. Ability to analyze and develop guidelines, procedures, and systems.

Specialty Factors (Civil Service)

Assistant Director of Event Management (1089)
Northern Illinois University

Direct Link: <https://www.AcademicKeys.com/r?job=203455>

Downloaded On: Jun. 10, 2023 10:51am

Posted Jan. 16, 2023, set to expire Dec. 7, 2023

Preferred Qualifications (Civil Service)

- Two (2) years of experience planning and coordinating special events
- Two (2) years of supervisory experience.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,