



Event Manager, Auxiliary Services

Job Description

JOB INFORMATION

<i>Job Code:</i>	143024
<i>Job Title:</i>	Event Manager, Auxiliary Services
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Auxiliary Services
<i>Job Family Group:</i>	Auxiliary Services 1
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Serves as the liaison between the event promoter and the venue by identifying, planning, staffing, scheduling, ordering, and managing all services and personnel, provided by the Los Angeles Memorial Coliseum for the event. Directs and coordinates all facets of the event from the initial inquiry, site visit, move-in, event day, move-out, and up to and including the Accounting billing settlement.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

X Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Experience in entertainment and/or athletics
	X	Experience with Latino events and markets.
	X	Fluent in Spanish.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Acts as the liaison and point of contact with the event promoter. Responsibilities include, but are not limited to, holding site visits, providing consultation services to determine the dynamics, and communicating the data accordingly.				
Prepare, advance and execute assigned events and demonstrate fiscal responsibility in managing the event in compliance with University and facility policies and procedures. Utilizes Event Booking software program to maintain and manage all events, including but not limited to placing dates on hold and using the approved templates and forms for all event correspondence, etc.				
Responsible for proactively seeking, generating and/or finding events for managed venues.				
Must be present for move-in, event day, and move-out and serves as the manager on duty for all event related needs and requests.				
Reviews the contract details with senior management prior to delivery, issues the License and Operating Agreement to the Promoter and ensures the contractual terms; including payment terms/dates are followed. Prepares the Event Estimate of Expenses for senior management to review prior to presenting to the Promoter. Assists with collecting payment and submits all documentation and post-event reports to the Accounting department for review within 14 days of the conclusion of the event.				
Conducts conference calls, site-visits, and production meetings as necessary. Schedules staff, services, and equipment for the event in a timely manner. Prepares and distributes "Show-Note's" to the appropriate departments and personnel. Communicates any issues or concerns to senior management.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.