



USC University of
Southern California

Presidential Events Director Job Description

JOB INFORMATION

<i>Job Code:</i>	111056
<i>Job Title:</i>	Presidential Events Director
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Presidential Administrative Support
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

Plans, produces and directs first-class presidential special events on and off campus including the president's home, retreats and board of trustee meetings. Develops strategic plans and makes recommendations to management. Has responsibility for identifying target groups; overseeing design and coordination of promotional materials and invitations; collecting, maintaining and disseminating event briefings to appropriate person associated with event; negotiating and contracting with vendors; developing and controlling event and program budgets; and determining staffing needs. Ensures presidential standards of excellence are met and maintained for special events.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

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	
	X	5 years	

Additional Work Experience

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

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 with special events planning, fundraising management and/or alumni volunteer relations management.
X		Demonstrated interpersonal skills and proficiency in written and oral communications.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Plans, produces and directs first-class presidential special events on and off campus including the president's home, retreats and board of trustee meetings and extends the presidential standard of hospitality throughout the university. Ensures presidential standards of excellence are met and maintained for special events that promote the university and its goals in public settings. Serves as event(s) liaison between President's Office and stakeholders (e.g., vendors, donors, staff, schools and other units).				
Develops concepts, themes and "big picture" for presidential special events. Develops strategic plans and makes recommendations to management. Identifies target groups for events. Directs logistical planning.				
Develops and delivers targeted communications for events. Works with senior administration, deans and development officers to establish appropriate messaging. Ensures design and coordination of promotional materials and invitations for mailing is handled in a timely manner.				
Has responsibility for collecting, maintaining and disseminating event briefing to appropriate person associated with event in a timely manner. Contacts deans and others to ensure accurate, proper and timely information is included in briefings before chief of staff approves event briefings for submission to president and first lady in "black books." Coordinates with presidential special assistant for daily briefings to be included in "black books."				
Attends events to oversee activities and ensure quality control and that details are handled as planned. Educates and trains event coordinators on site, as appropriate. Works with or gives guidance to student workers, volunteers, and/or donors involved in event planning. Schedules and assigns work. Ensures technical and conceptual aspects of special events are addressed.				
Determines staffing needs for special events. Authorizes or secures temporary or additional staff, as required.				
Directly supervises all assigned subordinate staff. Recruits, screens, hires, and trains staff. Assigns, schedules and prioritizes workload. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.				
Negotiates and contracts with vendors for a variety of goods and services related to special events planning. Monitors delivery of goods and services to ensure contract terms are satisfied. Manages vendors (e.g., rental companies, caterers, florists) to ensure appropriate design and/or timeliness.				
Develops and maintains an extensive network of internal and external contacts (e.g., VIPs, trustees, city officials, deans, senior vice presidents) to facilitate special event coordination.				
Develops and controls budgets on program or event basis. Negotiates financial terms and authorizes expenditures. Monitors and reconciles budget activity. Ensures presidential events stay within budget. Analyzes variances and prepares status reports. Provides forecasts and projections as needed.				
Develops and implements event procedures for student workers, volunteers, and event staff. Conveys established procedures to be followed by event staff.				
Researches and maintains current information on volunteers, donors and prospective donors. Works directly with deans and development officers to ensure accurate data on donors for records and invitations. Contacts donors and trustees as needed.				
Creates and defines mailing/invitation lists for presidential events working directly with the presidential staff and management.				
Develops, enhances and maintains the "standard lists" for presidential database in collaboration with public relations projects. Works with all constituents to ensure up to date information is included in database.				
Oversees maintenance of records on event activities, progress, and status. Develops and maintains president's house calendar and log for all events and meetings. Ensures monthly report of meetings and events is submitted to the Office of General Counsel.				

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/			Yes

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.