

## Event Planning And Production Manager

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Company: Florida Tech

Location: Melbourne

Category: other-general

The Office of Events and Protocol oversees all internal and external events on campus. The office supports Florida Tech's mission of teaching, research, and service through the effective development and management of events that communicate and enhance Florida Tech's reputation for excellence, especially events specific to the visibility of the university. The Event Planning and Production Manager will assist the campus community with the planning, development and execution of high-profile, major events that benefit the university and enhance its image, reputation and attractiveness as worthy focus of various forms of support. The Event Planning and Production Manager will report to the Assistant Vice President of the Office of University Events and Protocol. This position requires daily interaction with internal and external stakeholders. Position requires flexibility in work schedule due to evening and weekend events. Responsibilities Include: Work with the AVP to develop a university event strategy that supports the goal of enhancing Florida Tech's image and reputation to build community partnerships Assist departments across campus with event design, strategy, show flow, promotion, and registration of attendees for large-scale, high-visibility university events Manage external event vendor relationships, including prospecting and contract negotiation Manage the purchasing for major, high-visibility university events Assist AVP with advising members of the Florida Tech community on official university events processes and protocols Create and oversee event communications and promotional collateral in partnership with the Communications and Marketing Offices. Partner with the VP of University Communications and External Affairs on presidential remarks at events Collaborate with Marketing to increase Florida Tech's brand recognition at all university

events, especially community-facing events Assist AVP with selection, training, scheduling, and development of Presidential Student Ambassadors Collaborate with the internal events team to coordinate all operational logistics such as catering, AV, IT, security, and facilities services Partner and consult with various academic and administrative units on campus to achieve their individual event goals and objectives Ensure consistency and quality for all university-hosted events Manage comprehensive event planning resources for all Florida Tech departments to utilize Requirements Include: Bachelor Degree preferred; 3-5 years of related event planning and management experience required Minimum 2–5 years of experience required in area of expertise Proven ability to direct and manage multiple projects and deadlines effectively and efficiently Demonstrate the ability to interact with a wide range of constituencies Must possess excellent organizational and communication skills (including effective writing skills) Experience with web based services including social media Knowledge of the appropriate questions to ask in guiding a client through conference planning process Ability to analyze information, assess situations, and make fast, intelligent decisions based on established policies Valid driver's license Knowledge of computer office applications such as Microsoft Office Knowledge of EMS and Social Tables (or related event management and room diagramming software) is a plus Equal Opportunity Florida Tech does not discriminate on the basis of race, color, gender, religion, sexual orientation, national origin, disability, genetic information, age, pregnancy, parenting status, veteran status or retirement status in its activities and programs. In accordance with Title IX of the Education Amendments of 1972, Florida Tech does not discriminate on the basis of sex. Inquiries concerning the application of the non-discrimination policy may be directed to the Office of Title IX at John E. Miller Office Building (401QAD), 150 West University Blvd, Melbourne, FL 32901,

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