

Conference & Exhibit Manager Position Description

@ 09-08-2019

General

Association and Society Management International (ASMI) is in Falls Church, VA and serves 10 not-for-profit organizations. Industries include trauma, emergency medical services (EMS), homeland security / emergency management, ballistics and manufacturing trade associations.

This position is for an association management or events professional with experience in conference and meeting production. The role provides event management and service to ASMI and its clients.

Responsible for coordinating successful execution of client objectives, including site selection and facilities negotiation, program planning, exhibit and sponsorship sales and management, onsite staffing and follow-up. The role is primarily assigned to produce annual conferences of the National Homeland Security Association (NHSA) and the International Ballistics Society (IBS), and smaller meetings for other clients.

Salary Range

\$57,000-75,000, full-time, permanent position.

Reporting

The position reports to ASMI Management Team Members Clay Tyeryar and Beth Armstrong.

Specific Tasks

Estimated
annual hours:
600

Conference & Meeting Management

- Work with account executive to negotiate, execute and manage facility, catering, show decorating, audio-visual, photography, speakers and other contracts needed to support client events.
- Work with communications department to produce and implement events promotional plans.
- Issue requests for proposals (RFPs) based on event specifications, collect bids, do site visits as needed, summarize options using ASMI template and assist account executive to present to client leadership to finalize site selections.
- Assist with budget projections based on fixed and variable cost scenarios.
- Monitor hotel room blocks, work with account executives to minimize attrition risk and maximize attendance, capture usage histories.
- Track negotiated amenities and concessions, and work with account executive to assign them.
- Prepare banquet event orders, work with account executive to make food & beverage estimates and guarantees within client budget.
- Work with show decorating service and facilities to arrange necessary room and function set-ups, staging, signage and other details.

Specific Tasks	Estimated annual hours:
<p>Program Management</p> <p>Serve as staff liaison to conference program committees for NHSA and IBS, providing administrative support as needed. This may include:</p> <ul style="list-style-type: none"> • speaker coordination, travel arrangements and claim reimbursements, finalization of presentation plans, A-V arrangements; • program assembly and updates, including document formatting and layout or securing graphics design services for same; • coordination of “satellite” or add-on events piggy-backing on ASMI client gatherings; • committee coordination with agenda prep, meeting notices, note-taking, assignment tracking and other duties required to successfully produce the conference program. 	600
<p>Exhibits & Sponsorship Management</p> <p>Produce successful exhibit and sponsor programs using targeted space sales and revenue targets established with clients. Tasks include:</p> <ul style="list-style-type: none"> • Produce exhibitor prospectus and sponsor opportunities collateral to promote and secure commitments. • Ensure online portals are up-to-date, to include the exhibit floor-plan and space sales status, sponsorship brochure and listing. • Work with communications department to produce and implement events promotional plans. • Track metrics and produce progress reports on sales and financial reports. • Manage all exhibit and sponsor agreements, including terms, invoicing, and payments received. • Use industry and internet knowledge to seek out and engage new exhibit and sponsor leads. • Ensure fulfillment of relevant entitlements, including but not limited to podium time, signage, handout distribution, personnel registration allowances and hosted functions. 	600
<p>ASMI Corporate Duties</p> <ul style="list-style-type: none"> • Under the supervision of the ASMI president assemble, proofread, and refine business development proposal materials to bid specifications (usually 3-4 annually). • Periodically attend local gatherings sponsored by hospitality partners to assist with identification of potential new talent for ASMI and to maintain industry relationships on behalf of the management firm. 	100
<p>General Assistance – other duties as assigned may include IT, website, corporate culture special projects and others according to employee’s skillset.</p>	TBD
Total	1,900

Annual hours indications for each task are estimates, and assignments may be adjusted. Full-time ASMI employees are expected to work 40-45 hours per week. (50 weeks x 42.5 hours = 2,125).

Professional Accountability

- Enter work time in 15-minute increments using ASMI web-based time-tracking system (currently Replicon) utilizing task and activity labels and comments fields.
- Submit timesheets by close of business on Friday of each week unless work is planned for Saturday and no later than noon on Monday when weekend work obligations occur.
- Submit travel and expense reimbursement forms to include applicable allocation codes no later than 30 days post travel conclusion or expense incurrence.
- Consult supervisor as soon as competing priorities threaten completion of one or more tasks by the established internal or external deadline.
- If the position is eligible for telecommuting: notify supervisor about short term absences during normal business/scheduled hours that are due to travel or not associated with vacation, sick, or other leave requests.

Job Requirements

- A Bachelor's degree is required along with relevant work in the hospitality industry or a non-profit organization, or similar experience.
- Certified Meeting Planner (CMP) designation or equivalent preferred.
- Candidate must be extremely well-organized and task-oriented and be accurate with an attention to detail. Must be comfortable with multi-tasking and be able to adjust to shifting priorities. Must be able to work with limited supervision and successfully within a team.
- Experience with proposal development is a plus.
- Candidate also must be able to use Microsoft Office Suite software including Outlook, Word, PowerPoint and Excel.
- Experience with Association Management Systems (AMS) or other complex databases is a plus. Be able to rapidly learn and use new software.
- Experience with audio-visual equipment and applications is preferred.
- Familiarity with mobile conference app construction and use is a plus.
- Good communications skills including writing skills are necessary.

Contact

Submit cover message and resume to ASMI Finance & Administration Director Barbara Tyeryar, btveryar@asmii.net, 703-538-1782.

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