



A NEW CENTER RISING

June, 2013

***Cobo Center is recruiting for the following position:***

***Position Title: Event Manager***

**Job Summary:**

The position of Event Manager reports directly to the Manager, Events Services and provides professional client services support in the planning, organization and management of events within COBO Center, and monitors the logistics of these events and all event coordination task. The Event Manager serves as the primary contact for the client and all internal departments and is present during the execution of the event. The Event Manager must be a self-starter who can work well with people at all levels and must have the ability to work effectively with ever changing priorities and/or situations. Position requires flexible hours.

**Key Job Elements:**

Include the following

- Acts as the key facility operational liaison for events and promotes COBO's goals and promises.
- Meets with client to plan and organize assigned meetings/events; guides clients in preparation of events by interpreting and explaining contract provisions, policies and procedures; keeps clients informed as to status of deadline schedules and other related details.
- Prepares, reviews and completes event estimates and assists finance with final event settlements.
- Provides clear, concise and timely communication of detailed requirements to operational departments.
- Monitors in-house events, maintaining close contact with clients, service contractors and facility staff to ensure successful events. Follow-ups on all client requests, concerns and issues.
- Good communication skills, planning capabilities and documentation.
- Flexible, adapts to changes well. Works extended/irregular hour including nights, weekends and holidays, as required.
- Assists department and organization with various projects and special assignments as needed, and performs other assigned duties as required.

**Qualifications:**

- Education – Educational background and academic qualifications are important, Bachelor's degree in hospitality, business or related field or equivalent experience required.
- Experience – Three (3) plus years of event planning experience and/or training. Working knowledge of the principles of event facility management, services and equipment.
- Skills – Ability to prioritize multiple projects. Proficiency in MS Office programs including Outlook, Excel, Word and Powerpoint. Exceptional organizational, planning and interpersonal skills. Professional presentation, appearance and work ethic.
- Well Developed Communication Skills – Good oral, written and listening skills. Good analytical skills, including ability to lead, facilitate, plan, document and organize.
- Change Management – Accepts and adapts to change; understands that change is a constant and necessary path for involvement and growth.
- Customer Focus – Dedicated to meeting expectations and requirements of internal/external customers.
- Organized – Can marshal resources to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently.
- Problem Solving – Solves problems with effective solutions; asks good questions and probes answers; looks beyond the obvious and doesn't stop at the first answer.
- Team Player – Creates strong morale and spirit within team; shares wins and successes; fosters open dialogue; creates a feeling of belonging in the team.

**TO APPLY:**

Please send a completed resume with cover letter to:

Human Resources  
Cobo Center  
1 Washington Blvd.  
Detroit, MI, 48226

EMAIL: [hr@cobocenter.com](mailto:hr@cobocenter.com)

No Phone Calls

This position offers a competitive salary and benefit package.

Cobo Center is an equal opportunity employer