

Event Manager

Fast-paced professional multi-association management firm seeks Event & Continuing Medical Education Manager. Qualifications must include at least 3-5 years' association event management experience.

Applicant must be a motivated self starter who can manage all aspects of a variety of seminars, conferences and programs for State and National audiences.

Duties will include marketing, budget management, planning and production timelines, exhibitions, speaker logistics and hospitality, registrations, scheduling, provider contracts, commercial support, on-site management and event evaluation. Maintain liaison with internal and external educational and professional organizations to explore new program initiatives for continuing education. Provide quarterly reports to Executive Director and Board of Directors on current statistics for all revenue dependent meetings.

- Recent experience in managing multi-day conferences with up to 5 concurrent sessions and 4-5 concurrent session timeslots per day. Also 135 exhibitors and up to 1,200 attendees.
- High proficiency in use of Microsoft Office programs (Word, Excel, PowerPoint, Outlook, and Access). Proficient in design/publishing software; Adobe CS4 Suite preferred.
- Strong organization skills.
- Extreme attention to detail.
- Must be able to lift and carry 30 pounds.
- Ability to travel alone by air and automobile.
- Ability to exercise independent judgment.
- Customer service orientated.
- Ability to work well with co-workers, members, contractors, and event attendees.
- Ability to address and resolve complaints.
- Ability to show and maintain a positive attitude with respect to customers and potential customers.
- Valid California Driver's License.
- Position requires the ability to work weekends during events.

Competitive salary and attractive benefits package. EOE, No calls please.
Submit resume and cover letter to:

Personnel
AMG
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Sacramento, CA 95814
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