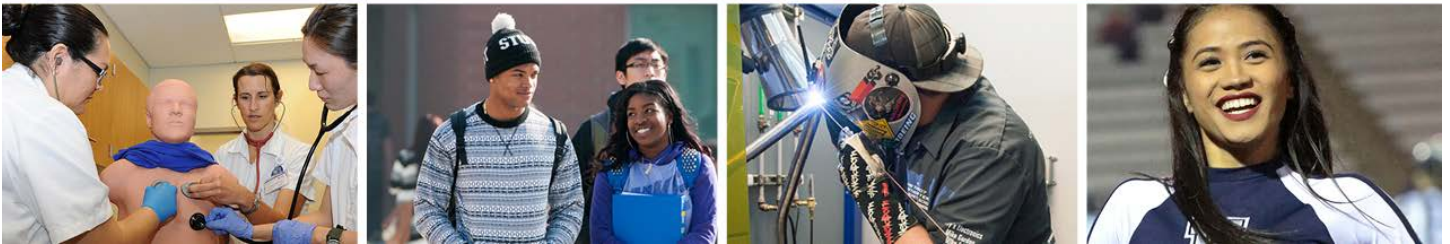




# El Camino College

## Director of Event Operations



### THE POSITION

The Director of Event Operations serves as the first point of contact in planning and executing events. Partners with teams of people and provides direction and/or access to resources to ensure successful events. Manages event planning including the preparation of work orders and site inspections. Facilitates timely communications regarding event logistics to all relevant campus departments. Creates and implements systems for reviewing event profitability, while monitoring expenses and maximizing revenue. This position reports to the Vice President of Administrative Services.

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

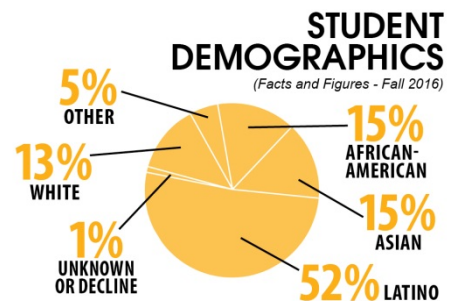
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

### MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.



# DIRECTOR OF EVENT OPERATIONS

**Division:** Administrative Services  
**Posting Closing Date:** October 8, 2018  
**Req:** C1819-007  
**Location:** El Camino College  
**Position Type:** Classified Administrator

## REPRESENTATIVE DUTIES

The duties of the Director of Event Operations may include, but not be limited to, the following:

- Leads teams of people assigned to an event. Provides direction and resources to ensure clarity of roles and successful campus event operations. Collaborates with other department supervisors and/or external vendors to schedule and plan work assignments based on event staffing needs and other requested services. Ensures adequate staffing, space, facilities, and other services as needed. Builds and maintains collaborative working relationships with internal and external partners including District labor groups to ensure compliance with labor contract provisions.
- Works closely with the President and Cabinet to improve marketability and profitability of campus events and facilities. Researches, identifies, and capitalizes on business opportunities (i.e., advertising agencies, filming companies, regional athletic events, conferences, etc.) Pursues opportunities to increase and maximize College event revenues. Monitors customer preferences to solicit new or continuing business for the College and market opportunities to expand client pool.
- Meets with prospective and current clients. Conducts tours of campus facilities. Addresses questions and provides solutions to clients' concerns and issues. Addresses client needs and makes suggestions regarding equipment, facilities, and other services. Provides excellent customer service and seeks to improve customer satisfaction to create customer loyalty.
- Prepares proposals for provision of services and rental of campus property. Determines price schedules and discount rates that maximize revenues and are consistent with applicable laws and District policies. Negotiates contracts within pre-established pricing parameters. Prepares detailed sales/event reports, including sales data worksheets, cost projections, and other financial metrics.
- Reviews contract details with senior management prior to delivery. Ensures the contractual terms including payment terms/dates are followed. Monitors expenses and labor costs to meet budget parameters. Monitors delivery of all goods and services to ensure contract terms are satisfied. Collects payment and submits all documentation and post-event reports to Fiscal Services in a timely manner after the conclusion of an event.
- In collaboration with the college's Marketing and Communications Department, develops event branding, concepts, and designs. Schedules staff, services, and equipment for the event in a timely manner. Directs logistical planning which may include signage, décor, food service, audio visual services, and/or lighting requirements. Conducts conference calls, site-visits, and production meetings as necessary. Resolves various problems such as scheduling conflicts, layouts, and setups. Determines appropriate resolutions for event problems. Communicates any issues or concerns to senior management.
- Develops and implements policies and procedures for campus event operations and activities. Conveys established policies and procedures. Interprets policies and procedures as needed.
- Oversees, guides, and facilitates campus event committees consisting of large numbers of committee members. Sets and distributes agendas and documents for specific committee meetings. Documents collectively agreed-upon decisions and ensures accurate execution of decisions.
- Maintains records and reports necessary to comply with District, government, and accrediting agency standards, regulations, and codes.
- Performs other related duties as assigned or requested.

## REQUIRED QUALIFICATIONS

### KNOWLEDGE OF

- Knowledge of entertainment productions and sales (i.e., resort hotel sales, banquet sales, etc.).
- Knowledge of marketing and business management.
- Experienced in organizing and managing events including conventions, corporate meetings, trainings, athletic events, and other large-scale special occasions.
- Experience in overseeing large events and volunteers including athletic competitions, concerts, community events, and/or commercial film shoots.
- Experienced in the setup, execution, and teardown of events.
- Experienced working with labor unions.
- Entrepreneurial experience plus.

### ABILITY TO

- Able to oversee and properly schedule staff, students, volunteers, and/or hourly workers.
- Able to solicit bids, draft contracts, and monitor contractors.
- Able to assess complex situations and make decisions and/or recommendations across departments and functions.
- Able to develop and accomplish revenue goals.
- Skilled and attentive to details.
- Skilled in communicating (both written and orally) and building exceptional interpersonal connections with a variety of people.

## EDUCATION AND EXPERIENCE

### MINIMUM QUALIFICATIONS

- Bachelor's degree or 5 years of progressively responsible management experience in a supervisory role in an event planning function in lieu of college degree.
- Requires a minimum of 5 years of experience managing special events, conference centers, stadium facilities, and/or similar large-scale, revenue-generating venue.

## COMPENSATION AND BENEFITS

### SALARY RANGE: \$97,316 - \$113,967

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

## CONDITIONS OF EMPLOYMENT

Full-time, 12-month administrative position. Work schedule may include weekends, evenings, and/or holidays based on business needs. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

## TO APPLY

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**Please Note:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

**Closing Date:** Monday, October 8, 2018

## INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

## FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

**El Camino College**  
**Human Resources Department**  
Pamela Jones  
310-660-3593, Ext. x3478  
[pjones@elcamino.edu](mailto:pjones@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*