

GENAD JOB FUNCTION GUIDE

Event Planning Family

| Level | Function/ Roles | Education/ Experience (Minimum Required) | Typical Duties and Responsibilities (Cumulative from level to level in each job family) | Impact/Scope | Supervision |
|-------|---------------------|---|--|--|---|
| 56E | Event Planner II | Bachelor's degree 3+ years experience in events management Supervisory experience Intermediate knowledge of event planning | <ul style="list-style-type: none"> • Develops program content, plans and manages events for unit/tub, including event content (e.g. knows the key emerging issues of school/tub/unit and integrates into the program) • Negotiates logistics and public relations as a part of conveying the overall program and in keeping within a theme or mission • Interacts and negotiates with vendors, high level visitors and constituents on event matters (e.g. \$100,000 contract for program) • Forecasts revenues and creates event budgets; exercises financial accountability and control • Determines invitation lists and seating arrangements • Develops program content, plans and manages events for unit/tub, including event content (e.g. knows the key emerging issues of school/tub/unit and integrates into the program) • Markets conference and/or facility inside and outside the University • Assists with the development of new events with faculty and/or management | <p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Manages complex events for tub/unit or University wide events of a small scope</p> | <p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of their responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions</p> |

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion