

## Events Manager

The Texas Association of Business (TAB) serves as the Texas State Chamber, representing companies of every size and industry. TAB's purpose is to champion the best business climate in the world, unleashing the power of free enterprise to enhance lives for generations. The Association achieves that purpose through advocacy and events that amplify the voice of businesses across our state.

TAB is seeking a proactive, detail-oriented Events Manager to join our team. As part of the communications department, this position is responsible for organizing and managing all events, from business meetings to receptions and policy-based conferences.

This position is fulltime, with most days spent in the office with occasional remote work.

### Primary Responsibilities:

- Organize and oversee meetings, receptions, and events.
- Own all vendor relationships and logistics, requesting support where needed, including but not limited to site selection, hotel room blocks, menus, room set-up, audio and visual production, photography and transportation.
- Manage event budgets, estimating and tracking expenses.
- Ensure all physical materials are printed and digital presentations are downloaded well ahead of the event.
- Serve as the team lead at all signature events.
- Develop and maintain registration pages in Weblink.
- Collaborate with the Communications Director on the Run of Show, Event Scripts, and Volunteer Sheets needed for signature events.
- Run event meetings and keep the team up to date on progress and support needed.
- Participate in After Action Reviews (AARs) to ensure the team continues to work together to maximize the success of signature events.
- Manage meeting space reservations and ensure invoices for said reservations are paid.

### Skills and Qualifications:

- Bachelor's Degree in a relevant industry or equivalent experience.
- Two or more years of experience in event planning at a business organization, trade association, or non-profit.
- Detail-oriented and able to manage multiple tasks and deadlines at once.
- Communicates clearly and professionally, exhibiting strong interpersonal skills.
- Organized and dedicated to keeping all event details recorded in digital files.
- Experience in or passion for public policy.

Employees can expect to be paid a salary of approximately \$64,000 to \$74,000. Other benefits include health care, vision, dental, retirement, PTO, sick leave, etc.