



1016 W. Sixth Avenue, Suite 303
Anchorage, AK 99501

EVENTS MANAGER

1-person, full-time

JOB OBJECTIVE

The events manager is responsible for providing engaging opportunities for networking, and education to membership through the coordination and implementation of annual events.

BASIC SKILL REQUIREMENTS

Must be a high school graduate, with some college credit preferred. The candidate must have three years of event planning experience. Candidates must be proficient in Microsoft Office, Google Drive, and event technology including virtual event software is a plus. The ideal candidate is a self-starter who is able to systematize and project manage independently. Must have exceptional organizational and multi-tasking skills and the ability to ask for assistance and delegate activities, as necessary. Knowledge and ability to support the Anchorage Chamber's social networking outreach and management are required. The candidate must also possess good selling skills to assist in securing sponsorship for events. Valid driver's license and reliable personal transportation to facilitate work away from the Anchorage Chamber's usual place of business including on the JBER military base. The successful candidate must be able to work outside the normal operating hours of 8 am to 5 pm, on occasion.

JOB DUTIES

Annual Events Coordination

Successfully plan, implement, and evaluate all aspects of the Anchorage Chamber's annual events. This includes, but is not limited to:

- project management for all event logistics
- creating action plans and after-action reports
- handling all event logistics and contracting
- soliciting committee and member support
- social media and website promotion
- staying within budget parameters
- developing bid proposals
- accounting for event revenue and financials
- working with A/V equipment
- taking reservations
- securing and tracking sponsorships for each event

The Event Manager is responsible for the above aspects of the following list of events/programs:

- **February** - Military Appreciation Bowl-A-thon
- **February** - Legislative Fly-In
- **March** - Anchorage ATHENA Society Luncheon
- **May** - Citywide Cleanup
- **June** - Military Appreciation Annual Picnic
- **November** - Gold Pan Awards
- **December** - Anchorage Chamber Holiday Open House

Program Coordination

The events manager is the liaison to the military committee, legislative committee, and the Anchorage ATHENA Society, and manages the respective budgets and volunteer efforts for corresponding events. The position is also responsible for coordinating with committee chairs to develop and meet work plans, arrange speakers and tours, schedule meetings, send meeting notices, develop the agenda, document the meetings, and provide any follow-up as necessary.

Other duties include:

- Develop relationships with large investors to find annual marketing opportunities including large event sponsorships
- Assist in the development of event budgets and adhere within budgets or reduce costs
- Coordinate with coworkers in registrations, ticket sales, and coordination seating arrangements as needed
- Engage members to become involved as volunteers to support Anchorage Chamber events and programs
- Website and social media marketing
- Participate in weekly staff meetings
- Answer phones
- Maintain files
- Send thank-you notes and letters
- Be available to attend other meetings, as needed, including updating the Board of Directors on annual event metrics and after-action reports
- Forward potential new member leads to the membership manager
- Help maintain kitchen, copy rooms, and other common areas in a neat and orderly fashion
- Other duties as assigned

Disclaimer: *The above information on this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. This job description is not an employment agreement or contract.*

To apply for this position, please email or send your resume, cover letter, and references to:

Anchorage Chamber of Commerce
c/o Bruce Bustamante
1016 West 6th Avenue Suite 303
Anchorage, AK 99501
bruce@anchoragechamber.org

Pay is \$50k - \$60k DOE Non-Exempt Hourly Position

MISSION: To advance a successful business climate by attending to the civic, economic and cultural betterment of our community. We achieve this through three channels: advocacy, connectivity and education.