

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Events Manager	PDE No.: 24
		Revision: 2
		Date Adopted: Aug 13, 2012
		Resolution: 2012-33

General Responsibilities:

The Events Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing and administering procedures and activities necessary for the conduct of monthly membership meetings and other meetings and seminars held at the Education Center.

Authorization:

The Events Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Education Center Superintendent. The Events Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The Events Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Events Manager may appoint such assistants as may be necessary to assist with the duties of the Events Manager. Any such assistants serve at the pleasure of the Events Manager.

Specific Duties and Responsibilities:

The Events Manager's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Insure that Education Center meeting facilities are open and available as scheduled for Guild meetings. Insure that buildings are properly locked and alarmed following usage for events and meetings.
- Coordinate with the Program Chairman and/or other Guild officials to insure that necessary equipment and supplies are available for programs and presentations.
- Arrange furniture and equipment for each meeting. Secure approval of the Facility Building Manager for temporary and/or permanent modifications to electrical or other building systems within the facility.
- Coordinate with the Audio/Visual Chairman to insure that the audio/video equipment requirements for each meeting are provided for. Arrange for food and refreshments for each meeting.
- Arrange for cleanup of meeting facilities and storage of Guild equipment after each meeting.
- Maintain the Education Center Auditorium, Board Room, Rest Rooms and Lobby in a clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Insure that meeting attendees are assembled at the appointed time of the commencement of each monthly membership meeting.
- Perform all the duties incidental to the office of Events Manager and such other duties assigned to such office by the Education Center Superintendent.