

NOTICE OF EMPLOYMENT OPPORTUNITY
Audio Visual Operations Manager
Exempt

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent. (1) or more years of related work experience

KNOWLEDGE, SKILLS AND ABILITIES Excellent interpersonal, organizational, and customer service skills required Previous knowledge of conference and meeting audio-visual requirements preferred. Ability to work often-irregular hours, including nights, weekends and holidays as required by the events. Experience managing audio-visual labor preferred. Strong attention to details **COMPUTER KNOWLEDGE** Microsoft Office Suite – required Experience using AutoCAD & Vectorworks – a plus Experience using event software, such as EBMS – a plus

CLOSING DATE FOR APPLICATIONS:

September 22, 2023

NOTE: Selection will be based on an evaluation of applicants' training skills and experience.

DUTIES: Position is responsible for managing audio-visual operations at the McCormick Place Convention Center, Marriott Marquis & The Hyatt Regency McCormick Place. In addition, position is responsible for the promotion and implementation of the facility's audio-visual equipment rental program which offers truss, chain hoists and additional rigging accessories for use by our clients and event contractors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepares accurate labor and equipment estimates for potential and contracted events
- Reviews and distributes production schedules, diagrams, rigging plots and equipment lists to necessary departments
- Ensures labor and event contractors adherence to facility guidelines
- Oversees onsite audio-visual event labor, load-in through load-out
- Provides accurate & timely billing statements for customers
- Promotes facility sponsored cost saving offerings
- Maintains facility's rental equipment inventory
- Prepares equipment orders, coordinates delivery/pickup, manages onsite additions and adjustments

PLEASE email resume and cover letter to HR@mpea.com

POSTED: September 11, 2023

“EQUAL OPPORTUNITY EMPLOYER”