



## RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: PSA  
Date created or revised: 9/20/2022  
Exempt/Non-Exempt Status: Exempt  
Responsible individual: Yes  
Campus Security Authority: No

Title: Director of College Events and Conference Services (CECS)  
Status: Full-time, 35 hours per week  
Grade: 14  
Union Affiliation: PSA@RIC (Professional Staff Association)  
Reports To: Assistant Vice President of Administration

### **PRIMARY PURPOSE:**

The Director of College Events and Conference Services provides executive management and leadership and is responsible for the overall planning with stakeholders and physical operations of all conference services (internal and external), and all college events (including convocation, graduation, and any other events as necessary). The Director and staff collaborate with the department of Music, Theatre and Dance to ensure the development and production of academic programs within the John Nazarian Center for the Performing Arts.

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

#### Essential Job Functions:

- Collaborate with the Department of Music, Theatre, and Dance to support academic programs and productions held within the performance venues of the John Nazarian Center for the Performing Arts.
- Plan, coordinate, and implement annually scheduled special events including but not limited to Cap and Gown Convocation, Commencement Activities, and any and all special events as deemed by the college administration.
- With guidance from any appropriate College advisory panel, produce and oversee a full performing arts season for the Performing Arts Series at Rhode Island College.
- Work closely with the Office of College Communications and Marketing to coordinate all public relations efforts on behalf of the Performing Arts Series and all college sponsored conferences and events.
- Work closely with the Office of College Communications and Marketing to develop and produce marketing programs for all College events.
- Manage a staff of coordinators, box office personnel, and others who may be assigned to the CES Office.
- Assist non-college organizations in arranging institutes, workshops, and major activities to be held at Rhode Island College while avoiding conflict with college activities and assuring protection of college properties.
- Develop all policies, procedures, and pricing relative to booking and rental of all college owned spaces for events.
- Develop revenue enhancement opportunities through sustaining repeat conference business, developing new client relationships, solicitation of new business accounts, and developing innovative means of revenue enhancement.

- Encourage major conferences to hold events at Rhode Island College as time, space, and resources permit by providing needed services, coordinating plans, etc. to insure the college is presented in the best possible light.
- Monitor all Box Office policies and procedures in conjunction with the Box Office Manager.
- Produce an annual report summarizing each event, including cost, attendance, and revenue granted by source.
- Prepare and manage annual budgets.
- Annually propose the development of new events aligned with the President's Five Strategic Pillars; and developing planning drafts for consideration.
- Work closely with the departments of Facilities, Campus Police, and Dining Services to insure all conferences and events are planned, coordinated, and produced in a professional manner.

Occasional Job Functions:

Perform other duties and responsibilities as directed by the Assistant Vice President of Administration or designee.

**REQUIRED QUALIFICATION STANDARDS:**

Education:

Bachelor's degree.

Experience:

A minimum of three years of experience with conference/event coordination, program planning and/or event management.

Skills, Knowledge, and Abilities:

- Leadership skills in planning, program development, personnel and budgetary management, contract development and enforcement as well as an ability to communicate effectively with diverse professional and community groups.
- Demonstrated considerable administrative and supervisory ability.
- Ability to communicate effectively orally and in writing and be able to organize, motivate, coordinate and supervise support staff.
- Excellent computer skills including data base management, enterprise-level scheduling programs (e.g., EMS) and spreadsheet software.
- Significant interpersonal skills.
- Must be able to adapt to non-standard working conditions and times.

**PREFERRED:**

- Similar experience in a higher education setting.
- Experience in the performing arts management and operations.
- Master's degree in appropriate discipline.
- Bilingual in English / Spanish (fluent in speaking and writing).

**ENVIRONMENTAL CONDITIONS:**

The employee is not exposed to known adverse environmental conditions.

**The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.**

*As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.*