

Texas Historical Commission Job Vacancy Notice

Position Title:	Event Planner
Classification Title:	Project Manager I
Job Posting Number:	22-36
Salary:	\$4,700.00-\$5,500.00/month
Salary Group/Class#:	B20/1558
FLSA:	Exempt
Opening Date:	2/25/2022
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40 hours
Work Location Address:	1304 Colorado, Austin, Texas 78701

JOB OBJECTIVE: This position is a key part of the agency's education and outreach efforts, leading the planning, management, and implementation of the agency's annual Real Places Conference. The event planner may also assist programs across the Community Heritage Development Division and the agency with the planning of other, smaller public events.

The Real Places Conference draws 600+ professionals and volunteers from a variety of preservation-related fields and expertise. Conference participants include members of the public, agency staff, Texas Historical Commission members, award-recipients, sponsors, and partners, along with city, county, and state officials. The seventh annual event takes place in February of 2023 and planning for the conference has begun. The 2021 event was held entirely online while the 2022 conference returned to in-person attendance. There is a desire to incorporate virtual aspects into future in-person conferences. The three-day conference incorporates nearly 70 speakers and more than 40 educational sessions, workshops, or special events. The event planner will oversee the conference budget, generally in the \$250,000-\$300,000 range. Conference registrations have grown annually with very high levels of attendee satisfaction and expectations. The event planner will be responsible for projecting and managing continued growth of attendance and revenues and will work closely with colleagues to develop relevant, high-quality content. Conference planning and implementation includes staff from multiple agency divisions as well as the agency's affiliated nonprofit, Friends of the Texas Historical Commission. The event planner will be responsible for coordinating the efforts of these internal partners as well as coordination with outside vendors and event professionals. The conference will be held in the Austin area through 2023, but its location may vary in the future, potentially increasing the required travel during planning and implementation.

As time and resources permit, the event planner may assist or coordinate other special events such as the Texas Main Street Program's First Lady's Tour of new cities; periodic trainings, workshops, and webinars for agency programs; and quarterly meetings of the Commission. The event planner is not directly responsible for creating the educational content of these events or of the Real Places Conference. The agency staff serve as subject matter experts, but the event planner provides organizational and logistical expertise to engage speakers.

Work involves coordinating the planning and initiation of events at various levels of completion; monitoring the progress and schedule of events and tasks; and communicating with project stakeholders, management, and other relevant parties.

The Project Manager job classification series is intended for employees that are responsible for the successful initiation, daily oversight, and delivery of projects. Project managers are typically responsible for leading the project lifecycle from project initiation through completion. The Event Planner works under moderate supervision, with latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Coordinate and direct the visioning, planning, and execution of a successful conference and other special events.
2. Maintain and insure effective scheduling and planning.
3. Develop and maintain project budgets, schedules, work plans, resources requirements, and cost estimates and projections.
4. Coordinate venue selection, RFP processes, negotiations, food & beverage selections, audio visual requirements, and liaison with the hotel and vendors.
5. Establish, maintain, and monitor the registration system(s).
6. Organize conference programming, including the work of committees.
7. Coordinate the receipt of session/speaker submissions and the evaluation process.
8. Ensure the collection, submission, and approval of continuing education credit materials with professional organizations.
9. Coordinate the stipends and scholarship processes.
10. Plan and coordinate the agency staff providing services during the event and provide or coordinate on-site staffing and logistics.
11. Support the work of the Friends of the Texas Historical Commission to recruit sponsors, partners, and exhibitors.
12. Collaborate with Communications and other agency staff in marketing and production for the event.
13. Coordinate, plan, and evaluate events using accepted event management methodologies.
14. Compile and distribute event information, periodic status reports, budget expenditures, and historical statistics or data; provide regular updates to management, teams, and others of event status and related issues.
15. Develop and monitor criteria for evaluating programs, proposals, and other pertinent information related to events.
16. May review and recommend proposals and bids to management.
17. May identify potential event risks and difficulties and design strategies to mitigate or avoid them.
18. May assign duties and responsibilities and coordinate the work of staff.
19. Work towards financial and environmental sustainability for events.
20. Ensure that appropriate state policies and procedures including for procurement are followed.
21. Adhere to established work schedule with regular attendance.
22. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

23. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment; such as hospitality or tourism management, marketing, public relations, communications (two years of relevant work experience related to the essential duties may substitute for one year of college);
- Minimum two-years work experience in event planning or event management (accredited degree specific to hospitality and event management may substitute for one-year of work experience);
- Valid driver's license, acceptable driving record and ability to drive a state vehicle;
- Required to travel up to 10% of the work period; and

PREFER:

- Graduation from an accredited four-year college or university with degree or major course work in a field relevant to the assignment; such as hospitality or tourism management, marketing, public relations, communications;
- Certification(s) relevant to position such as Certified Government Meeting Professional (CGMP); Certified Meeting Professional (CMP); or Certified Special Events Professional (CSEP);
- Minimum five years full-time experience in event management or event planning;
- Experience planning and implementing events with the Cvent software platform;
- Experience planning or managing professional conferences and educational programs online and in-person; and
- Experience in coordinating the work of others, including peers and volunteers.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of event management theories and practices;
- Skill in event management monitoring and in the use of a computer and applicable software for event planning and management as well as database and spreadsheet programs;
- Skill in negotiation with venues and vendors;
- Excellent verbal and written communication, human relations, and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Ability to exercise sound judgment in making critical decisions, to analyze complex information and develop plans to address identified issues, to demonstrate negotiation and facilitation skills, to identify project risks, to prepare reports and charts, to communicate effectively, and to assign duties and responsibilities and coordinate the work of event staff;
- Ability to conform to Meeting and Business Event Competency Standards (MBECS) or equivalent;
- Ability to assess event or project feasibility;
- Ability to analyze problems, evaluate alternatives and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize and work independently, as well as within a team environment;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping, and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer, and may require working extended hours and some evenings, weekends and overnight, as needed. Involves safely operating a state vehicle and driving for long distances and traveling by airplane. Position requires regular, in-office, presence but agency tele-work policy may permit future approval of up to three days per week of remote work, subject to job and performance requirements.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the [CAPPS website](#). Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention, or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements, and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER**