

## Organizational Events Manager

February 2017

### **Organizational Events Manager- Creative work, Collaborative team, Great organizations**

If you like working with a talented team, being busy, having fun at work, and being part of the economic engine that helps drive the Greater Madison area, this could be the job for you!

### **The Company**

The Greater Madison Convention and Visitors Bureau (GMCVB), and the Madison Area Sports Commission (MASC) are passionate about promoting the Madison area to visitors and locals alike. We do it by:

- Attracting new conventions, sporting events and competitions to the community
- Providing expert service and support to people who visit Madison for events
- Sharing relevant and timely information about all there is to see and do in our city
- Conducting and analyzing tourism research
- Building our local economy!

### **The Position**

The Organizational Events Manager is a full-time, benefits eligible position that is responsible for managing event planning and execution for the GMCVB and MASC events. Responsibilities include concept through execution of special events and related program activities in the areas of Partnership, Convention Sales, Sports, Media and Organizational events.

For more details and the job description click here [Organizational Events Mgr Job Description.docx](#), or visit our website at <http://www.visitmadison.com/>.

### **The Minimum Qualifications**

- CMP or equivalent of 4 years of meeting or event planning and management
- Proven, recent experience (minimum 2-4 years) in customer service, sales or marketing
- Proficiency and experience in database management and/or customer relationship management systems a plus
- Track record of creative concept development for events
- Previous budget accountability and experience in budget management
- Experience with project management software

### **Why You Should Apply?**

- Creative work with supportive, collaborative co-workers
- New office space on the vibrant Capitol Square
- Generous benefits package
- Promote the Madison area
- Help grow the local economy

### **How to Apply**

Send **cover letter with salary requirements and resume** to [operations@visitmadison.com](mailto:operations@visitmadison.com), or by mail to:

GMCVB  
Recruitment  
22 E Mifflin Street, Suite 200  
Madison, WI 53703

Applications will be reviewed upon receipt. Please submit your application as soon as possible for early consideration.