



Events Manager, Willoughby Ohio

From a wide variety of magazines to eMedia, seminars, trade shows and custom print projects, Meister Media Worldwide is a leading Communication and Information Center for Worldwide, Specialized Agriculture. An exciting opportunity exists for an event professional join our team.

Responsibilities:

- Plan and execute assigned meetings
 - Research background information based upon meeting objectives
- Work within defined meeting parameters and ensures that defined policies and procedures are implemented
 - Assists in preparation of a budget, adheres to budget; reconcile accounts
 - Communicates with all stakeholders to ensure everyone is kept abreast of what's going on
- Execute plan to meet the defined needs and culture of the organization
- Prospect and negotiate the services required in order to execute the meeting
- Monitor the implementation of each assigned meeting, introducing contingency plans as required
 - Develop registration site
 - Project manage the marketing plan for both attendees and exhibitors/sponsors
- Maintain a visible role within the organization and to outside parties including suppliers
- Maintain logistical control of each assigned meeting
 - Confirm meeting space and setup requirements
 - Implement and monitor a housing plan
 - Following confirmation of speakers by business team – pick up support including presentation tools/setup, travel, housing needs and any other requirements
 - Arrange for food and beverage needs
 - Plan and conduct pre and post conference meetings
 - Signage
- Identify and solve problems encountered during assigned meetings
- Fully utilize event technology tools to manage meetings from conception to conclusion
- Train, motivate and supervise Events staff

Qualifications:

- Proven conference, trade show and other event management, experience in launching a new event a plus.
- Vendor management experience
- Ability to manage an event to meet expense and profit expectations
- Proven customer service, sales and operations skills
- Strong organizational and communication skills.
- Must be deadline oriented and work well under pressure.
- Ability to travel, including internationally.
- Available to work some evenings and weekends.
- Microsoft Office skills a must - Excel and Word used extensively
- Event Management Software experience – Cvent a plus
- Photoshop and InDesign skills a plus.
- Spanish fluency a plus.

Additional Information

- Accepting candidates from media, event and trade show industries.
- Local candidates only, no relocation (Greater Cleveland Area).

Meister Media Worldwide offers a competitive compensation and benefits package including Bonus, 401(k) and Profit Sharing Plans.

Please submit resume and salary requirements via email to careers@meistermedia.com or by mail to:

**Meister Media Worldwide
Attention HR-EM
37733 Euclid Avenue
Willoughby, Ohio 44094**