



THE TEXAS STATE CHAMBER

The Texas Association of Business is seeking a creative, energetic individual to serve as Events Manager. The successful candidate will be responsible for planning, executing and continually improving the organization's current portfolio of signature in-person and virtual events, as well as the development of engaging, impactful, and educational, new signature events. Candidates must demonstrate excellent communication and relationship management skills, attention to detail, the ability to develop and manage budgets, strong technology skills, and understand all aspects of major event planning.

Events Manager Primary Responsibilities:

- Organization and implementation of current signature events, and develop and execute new events in support of the TAB mission.
- Develop and maintain positive and productive relationships with current and prospective signature event sponsors, stakeholders, committee members and volunteers.
- Manage all logistical details of signature events, including, but not limited to room set-ups, speaker management, audio/visual production, exhibit management, collateral and signage, sponsor fulfillment, photography, transportation, etc.; oversee venue and site selection; serve as lead for on-site signature event execution; manage special activities held in conjunction with signature events; and evaluate all signature events, ensuring continual improvement.
- Develop and effectively manage signature event budgets.
- Collaborate effectively with TAB's professional team and committee volunteers on program development, outreach and promotion, etc.

Events Manager Requirements:

- Bachelor's Degree in event management, business, communications, marketing or related degree.
- Three or more years of experience in major event planning preferred.
- Excellent computer skills; Microsoft Office experience required.
- Desire to be proactive and create a positive experience for others.

Please send cover letter and resume to jattas@txbiz.org.