

# PMI ENTERTAINMENT group



<b>Job Title:</b> Director of Event Production	<b>Supervises Others:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Team:</b> Consumer Events	<b>Number of Direct Reports:</b> 3
<b>Reports to:</b> VP of Consumer Events	<input checked="" type="checkbox"/> Salaried <input type="checkbox"/> Hourly

## GENERAL SUMMARY:

The Director of Event Production is responsible for managing all phases of production from contract negotiations to event closeouts. Negotiates and contracts production suppliers as needed. Responsible for the event profit and loss. Responsible for coordinating teams to deliver events on time and under budget through all phases of event production.

To apply, please email your resume and cover letter to [human.resources@pmiwi.com](mailto:human.resources@pmiwi.com)

## WHAT'S IN IT FOR YOU?

- ★ The thrill of being an integral part of a unique entertainment company that values a culture of fun, passion and interesting work!
- ★ The satisfaction you'll get from doing your part to keep patrons safe and having fun.
- ★ The chance to showcase your terrific people and customer service skills!
- ★ The pride that comes from knowing you are displaying PMI's commitment to service with each and every person you meet.
- ★ Knowing that you are the very first PMI staff person that guests will interact with!
- ★ The delight of knowing you helped shape someone's "big night out," "date night," or "family night."
- ★ The memories you'll make that will last a lifetime.
- ★ The chance to earn extra spending money to spend however you choose.
- ★ A seasonal position that allows you to direct traffic without a badge!
- ★ The new friends you'll make!
- ★ The chance to personally impact and enhance the overall entertainment experience for our guests!
- ★ Flexible scheduling that allows you to work around your other obligations.
- ★ The chance to share your skills and talents with a unique management company, headquartered in Green Bay, that provides comprehensive venue, sports and entertainment management services.
- ★ Coworkers who share your commitment to quality work.
- ★ Opportunities for job advancement and career growth.
- ★ On-site nurse two days per week!

## WHAT IS EXPECTED OF ME?

- ★ Demonstrates and embodies the PMI Entertainment Group Culture and Customer Service values.
- ★ Responsible for delivering a suite of 14-17 events on an annual basis. In doing so, manages all phases of event production from contract negotiations to financial closeouts. Responsible for meeting Key Performance Indications around cost management planning timelines and event scalability.
- ★ Negotiates and contracts with production suppliers as needed ensuring the best interests of the Company are maintained.
- ★ Annually reviews and updates all legal documents such as sponsor contracts, rules and regulations, venue contracts, etc. to ensure compliance with applicable laws and company guidelines.
- ★ Reviews each event annually to keep offerings, marketing and promotions on-trend and profitable.
- ★ Responsible for selling current exhibitor and sponsorship opportunities as well as development and researching of new event opportunities.
- ★ Responsible for the development of budgets and responsible for meeting event production financial goals. In conjunction with the VP of Consumer Events develops event budgets and is responsible for meeting season event production budget.
- ★ Responsible for conceiving, developing and implementing strategic programs that build client brand and provides a foundation to drive client business growth.
- ★ Communicates plans and develops strategies of short-term and long-term operations, productions and events. Applies best practices and learning from previous projects to elevate performance levels for future events. Encourages team work and collaboration throughout the processes.
- ★ Responsible for the day-to-day management of the event production team which includes scheduling, performance management, hiring, discipline and coaching. In doing so, leads a team of event productions staff to deliver the best product for the clients and the work group.
- ★ Responsible for relationship management which includes serving at the main point of contact for exhibitors, vendors, sponsors and venue contracts. Responsible for developing key vendors and partners related to portfolio events so the best product is presented.
- ★ Manages internal and external staff on execution and delivery of programs. Directs staff to set the tone for professionalism and productivity. Develops key staff through meaningful goals and accountabilities as well as daily direction and guidance.

## KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- ★ Knowledge of marketing or business achieved through a Bachelors degree in order to understand the production, selling and analyzing fiscal event plans.
- ★ A minimum of five to eight years senior level experience as an event producer, sales, or marketing needed in order to demonstrate a vast knowledge of event management.
- ★ Proven verbal and written communication skills required for leading staff, customer service knowledge, and serving as point of contact for major vendors. The ability to work cooperatively with different types of personalities while maintaining a professional demeanor at all times is required. Must be able to lead motivate and mentor staff. Requires extensive public contact and excellent interpersonal skills. Demonstrated ability to lead, influence and work across organizations boundaries, including a broad range of peers and executives.
- ★ Must have proven skills to sell event sponsorship and exhibitor opportunities. Previous sales experience is required.
- ★ Must be able to analyze many variables and choose the most effective course of action for the department at any given point in time.

- ★ Strong organizational abilities to ensure that projects are completed properly, to required specifications, and according to established deadlines. Must have the ability to work well under tight deadlines and maintain a sense of urgency to complete tasks on a timely basis.
- ★ Analytical skills necessary to determine appropriate staffing levels and event production activities. Ability to pay close attention to details and accuracy when developing and review event timelines and financial data. Must be detail oriented and be able to multi-task as their work load will include multiple projects and problem solve as needed. Analytical skills necessary in order to develop after-event building usage and service reports regarding facility rental trends, as well as a full understanding of facility management.
- ★ Must be a self-starter and have the ability to prioritize assignments and have the drive to see the projects completed to a successful conclusion.
- ★ Demonstrated creativity in developing new concepts and events is required as well as the ability to problem-solve and think outside the box when necessary.
- ★ Accounting knowledge and ability to develop and monitor budgets and financial projections.
- ★ Excellent problem-solving and project management skills with ability to creatively negotiate demands and improve current processes.
- ★ Results-oriented, customer driven, organized with attention to detail.
- ★ Thrive on teamwork and overcoming obstacles with ability to support and lead multiple events at once.
- ★ Deep comfort level with program analysis, measurement, reporting and pipeline impact. Must be able to analyze data to make recommendations for events and understand budgets.
- ★ Ability to develop and foster client relationships in a professional manner while representing PMI Entertainment Group with excellent standing.
- ★ General understanding of Microsoft Office, Word Press, Facebook, Instagram, Snap Chat, Constant Contact, ExpoCad and how to properly communicate layouts and floor plans to the clients.
- ★ Availability and ability to work irregular hours as dictated by facility schedule and project timetables to include nights, weekends and holidays. Ability to work extended hours when necessary and travel as needed.

#### **WHAT SHOULD I EXPECT OF THIS POSITION?**

- ★ Frequent mobility and/or sitting, standing, bending or reaching for extended periods of time. Requires hand-eye coordination and sufficient manual and finger dexterity and full range of body motion for handling and lifting items weighing up to 50 pounds. Normal range of hearing required plus vision correctable to 20/20 to read documents and computer screens. Must be able to continually walk and stand for up to six hours.
- ★ Must be mentally adaptable and flexible in dealing with a variety of people. Emotional stability and personal maturity are important attributes in this position. Must be able to communicate, providing verbal and written feedback in a professional manner. Must be able to give, receive, and analyze information, formulate work plans, and prepare written materials and articulate goals and action plans. Must be able to problem solve and work under pressure.
- ★ Frequent exposure to large crowds. Includes evening, weekend and holiday shifts.

## DO YOU FIT INTO OUR CULTURE AT PMI?

- ★ We are a unique entertainment company that values a culture of fun, passion, and interesting work based on:
  - ☆ Honesty & Integrity
  - ☆ Effective Communication
  - ☆ Customer Service Pride
  - ☆ Innovation
  - ☆ Wellness
  - ☆ Professionalism
  - ☆ Profitability for Employee Success
  - ☆ Celebration of Success & Effort

Disclaimers:

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Ticket Star is owned by PMI Entertainment Group.

Green Bay Gamblers Hockey Team is owned by PMI Entertainment Group.

Meyer Theatre and Backstage at the Meyer are managed by PMI Entertainment Group.

The Catering Company is a division of PMI Entertainment Group.

Resch Center, Brown County Arena, and Shopko Hall are managed by PMI Entertainment Group.