Washington State Convention Center

Event Manager 1

Position Description Summary

Department:	Event Services	Starting Salary: $43,449 or DOE
Supervisor:	Director of Event Services	

The following is a summary of the general nature and level of work performed by the staff member in this position. This description is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities. Other duties may be assigned.

This position will be open until filled. Review of applications will begin immediately.

The Event Manager performs a variety of professional duties and responsibilities involving the planning and coordination of local, regional and national events contracted at the WSCC. This position requires minimal supervision in the completion of typical assignments.

Essential duties include, but are not limited to the following:

- Coordinate assigned banquet, regional/local, and mid-size national events.
- Upon completion of the client's initial contract, serve as the primary contact for assigned clientele communicating all relevant information to the appropriate operations departments and WSCC Service Partners.
- Assist the client with an understanding of their event requirements, (i.e., audio-visual, food & beverage, telecom and electrical requirements). Coordinate the communication of event requirements with and to the appropriate WSCC departments and Service Partners.
- Develop plans to anticipate traffic flow and crowd management and take necessary steps to ensure the safety of all building users and patrons.
- Review all floor plans prior to submission to the Seattle Fire Department to ensure highest rate of approval on first submission.
- Review all financial requirements and timely payment of advance deposits from Service Partners.
- Enter all related event information into the established WSCC event management system for dissemination to all operating departments and Service Partners.
- Working with the appropriate staff, schedule and indirectly supervise the proper personnel needed for the successful execution of assigned events.
- Work as needed to accomplish department responsibilities, including possibly working extended hours in a day, anytime of day/night, weekends and holidays. Remain available/on-call via company provided cell phone or radio 24 hours per day during assigned events.

Education and Training
Bachelor's degree (B.A.) from a four-year college or university or equivalent combination of education and experience may be considered.

Experience and Skills
Two years experience within the hospitality/convention meetings industry, with a preference for at least one year experience coordinating complex events, trade shows, public events and meetings in a convention center, hotel or similar private or public facility. This position requires the ability to successfully work with a high degree of flexibility and patience, as well as the ability to work closely with staff throughout the facility while maintaining a productive, team-oriented relationship.

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Requires the ability to read, analyze and interpret periodicals, procedures or regulations. Ability to write reports and business correspondence, effectively present information and respond to questions from managers, clients, customers and the general public. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to solve practical problems as well as the ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Requires the ability to work a flexible schedule, including late nights, early mornings, long days, weekends, and holidays. Must be available, via cellular telephone, on a 24-hour-per-day basis during assigned events.

Application Process
This position will be open until filled. Review of applications will begin immediately.

- The Application for Employment and Structured Questionnaire for this position is available at the WSCC Service Entrance, located at the corner of 9th Avenue and Pike Street.
- Return these fully completed forms to the Service Entrance drop box or mail these forms to:

WSCC Human Resources
800 Convention Place
Seattle, WA 98101

Please Note:
- Resumes may be included, but not substituted for the Application for Employment or Structured Questionnaire.
- The applicant is responsible to submit the completed Application for Employment or Structured Questionnaire. Providing incomplete documentation may delay action or disqualify you.
- The final hiring process involves employment reference checks and a criminal background check.
- If accommodations are required to complete the application and/or interview process, please contact Human Resources at (206) 694-5038.

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Washington State Convention Center

Event Manager 1

Structured Questionnaire

Name:	Date:

Please type or clearly print your answers to the following questions on a separate sheet of paper (do not exceed four pages).

1. Describe the most challenging event you have coordinated as an event manager and how you approached the situation.

2. Describe your work experience implementing event contracts, making an adjustment or addendum to an event contract, and completing the billing process upon completion of the event.

3. A client contact is not providing information you require. What approach do you take to gain cooperation from the client?

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Washington State Convention Center Public Facilities District

Applying for Employment

Washington State Convention Center Public Facilities District is an Equal Opportunity Employer

Applicant Name:	Position Title:

1. Before Applying

Obtain a copy of the recruitment announcement for the position in which you are interested. Recruitment announcements are available on the Washington State Convention Center Public Facilities District (WSCC) website at **www.wscc.com** (under employment information), and at the Service Entrance located at 9th Avenue and Pike Street.

Compare your education and experience with the requirements listed on the recruitment announcement. If you meet the requirements, proceed with the application process. The recruitment announcement will also contain general, relevant information about the position such as some of the duties, requirements and special conditions.

2. What We Need from You

- Complete the Application for Employment and Structured Questionnaire by typing or printing clearly in ink
- Read instructions carefully and provide all requested information
- Start with your most recent experience and work backwards
- Emphasize your experience and education that relates directly to the requirements on the position announcement and summarize all other experience
- You may include a resume with your application packet if you wish
- Submit a separate Application for Employment and Structured Questionnaire for each recruitment announcement unless otherwise instructed
- Sign your application(s) at the bottom of page 2
- Legible photocopies may be submitted for other positions but must contain an original signature and current date

3. Where Do I Submit My Application Forms?

You may return the application forms either by mail or in person. Applications submitted electronically will not be accepted as an original signature on the document is required.

- Mail to: WSCC Human Resources
  800 Convention Place
  Seattle, WA 98101-2350
- Drop box: WSCC Service Entrance
  9th Avenue and Pike Street

4. What Happens After We Receive Your Application Forms?

- You will receive a letter acknowledging receipt of your fully completed and signed application
- If you are selected for an interview, you will be contacted by the WSCC Human Resources department
- If accommodations are required for the interview, please contact Human Resources at (206) 694-5038
- Positions remain open until filled, unless otherwise specified or withdrawn

Washington State Convention Center Public Facilities District

Application for Employment

Washington State Convention Center Public Facilities District is an Equal Opportunity Employer

Human Resources: (206) 694-5038
Job Line: (206) 694-5039
Washington Relay Service: (800) 833-6388

If you are selected for an interview and accommodations are required, please contact Human Resources at (206) 694-5038.

Position Title:

Instructions

- Carefully read the job announcement relating to the position for which you are applying
- Provide all information requested either by entering the individual fields on the online PDF form or by printing legibly in ink
- Be sure to complete all forms, including signatures and dates as indicated. An incomplete application may delay action or disqualify you
- Please return all required materials as indicated on the job announcement

Last Name	First Name		Middle Initial
Street Address	City	State	Zip Code
Home Phone ( ) -	Message Phone ( ) -	E-mail Address	

Are you currently a Washington State Convention Center (WSCC) employee? ☐ Yes ☐ No

Have you previously worked for WSCC? ☐ Yes ☐ No

Are you 18 years or older? ☐ Yes ☐ No

Can you provide documentation that authorizes you to work in the United States of America? ☐ Yes ☐ No

If a driver's license is required for the position, final approval for employment will be subject to a review and approval of your motor vehicle records. If this position requires a license, do you have a valid Washington State Driver's License? ☐ Yes ☐ No

How did you learn of this employment opportunity? ☐ Current WSCC employee ☐ Friend ☐ Job Fair ☐ Job Line ☐ Newspaper ☐ WSCC website ☐ WSCC lobby kiosk ☐ Other

High School	Location (City & State)			Graduate/G.E.D. ☐Yes ☐No
College or University	Location (City & State)			Graduate ☐Yes ☐No
Degree Title	Major			Credit Hours
Other Training	Location (City & State)			
Other Training	Location (City & State)			
Other Training	Location (City & State)			
Other valid professional licenses and certificates	Type of License	Issuing State	Registration No.	Expiration Date
Names of relatives employed by WSCC	Department/Division		Relationship	

Have you been convicted of a felony within the past 10 years? ☐ Yes ☐ No
If yes, for what were you convicted?
Note: A conviction will not necessarily bar you from employment and will be considered only if it relates reasonably to the job duties.

Previous Employment: This section must be completed in detail. A resume will not substitute for a completed WSCC application unless the job posting so indicates. Beginning with your present or most recent employment, list work experience gained during the past 10 years. Include any periods of self-employment, U.S. military service, and any job-related volunteer experience. If more than one position has been held with the same employer, list each separately. If additional space is necessary, please attach additional sheets.

Job Title		Employer's Name and Address	
Supervisor's Name			
Supervisor's Phone Number ( ) -	Employer's Phone Number ( ) -	Number of employees supervised by you	
Dates Employed (Mo./Yr.) / to /		Hours per week	Last Salary $
Duties		Reason for leaving or considering change	
Job Title		Employer's Name and Address	
Supervisor's Name			
Supervisor's Phone Number	Employer's Phone Number	Number of employees supervised by you	
Dates Employed (Mo./Yr.) / to /		Hours per week	Last Salary $
Duties		Reason for leaving	
Job Title		Employer's Name and Address	
Supervisor's Name			
Supervisor's Phone Number ( ) -	Employer's Phone Number ( ) -	Number of employees supervised by you	
Dates Employed (Mo./Yr.) / to /		Hours per week	Last Salary $
Duties		Reason for leaving	
Job Title		Employer's Name and Address	
Supervisor's Name			
Supervisor's Phone Number ( ) -	Employer's Phone Number ( ) -	Number of employees supervised by you	
Dates Employed (Mo./Yr.) / to /		Hours per week	Last Salary $
Duties		Reason for leaving	

I certify that all statements on my application materials are true to the best of my knowledge. I understand that false statements shall be sufficient cause for elimination from further consideration or, if employed, for disciplinary action up to and including termination. Unless otherwise indicated, I agree and give my consent that any person, firm, or organization listed hereon is authorized to furnish WSCC with reference material concerning my character, past employment, or any other information requested. Further, I understand that at the time of hire I will be required to provide documentation that authorizes me to work in the United States of America.

Printed Name Signature _____ Date

- Be sure to complete all forms, including signatures and dates as indicated. An incomplete application may delay action or disqualify you
- Unless otherwise instructed, please return your application forms to the WSCC Service Entrance located at the corner of 9th Avenue and Pike Street or mail to: WSCC Human Resources Department, 800 Convention Place, Seattle, WA 98101-2350

Washington State Convention Center Public Facilities District

Authorization to Release Reference Information

Washington State Convention Center Public Facilities District is an Equal Opportunity Employer

Notice to Employment Applicant

This form is used to obtain relevant information from references to be used in considering your candidacy for employment with the Washington State Convention Center Public Facilities District (WSCC). We may contact individuals for information beyond the list of references that you may provide us, including current or previous employers, supervisors, co-workers, and others.

Reference Information Release Authorization Statement

With my signature below, I, , authorize WSCC to contact current and previous employers, supervisors, co-workers, and others regarding my employment and education history, including, but not limited to, training, knowledge, work experience, and performance, in order to obtain information that may be used in evaluating my candidacy for employment.

I knowingly and voluntarily release WSCC, its board of directors, its individual employees, and all of my former or present employers, their individual employees, and other individuals, from any and all unknown claims for damages or other relief arising out of this request for and receipt of information to the extent permitted by law.

A photocopy of this signed Authorization is as valid as the original and shall be provided to anyone from whom information is requested in determining my qualifications.

Printed Name	Signature	Date

Professional References (supervisors, co-workers, subordinates):

Name	Company/Position	Telephone
Name	Company/Position	Telephone
Name	Company/Position	Telephone
Name	Company/Position	Telephone
Name	Company/Position	Telephone

Washington State Convention Center Public Facilities District

Voluntary Applicant Questionnaire

This information will be used by Human Resources for statistical purposes only

The board of directors of the Washington State Convention Center Public Facilities District (WSCC) has been and remains firmly committed to a policy of equal employment opportunity and nondiscrimination on the basis of race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, genetic information, age, religion, veteran status, military service, disability or any other status protected by law. WSCC is committed to a policy of equal employment opportunity in the workplace.

The purpose of this questionnaire is to effectively monitor outreach efforts to create a broad applicant pool. Completion of this questionnaire is entirely voluntary and its contents will remain confidential. The Applicant Questionnaire will be detached from the other materials in the application package and will be kept in a separate statistical file which is not used in the hiring process. The information contained within will not be considered when making hiring or other employment decisions, nor will it be shared with any WSCC representative making these decisions. Failure to provide this information will not affect the status of your application. If you do not wish to provide this information, please check the box below, sign the form and return it with your application.

Last Name	First Name	Middle Initial
Gender ☐ Female ☐ Male	Date of Birth (MM/DD/YYYY)	

Ethnicity/Hispanic Origin

Hispanic origin includes all persons of Mexican, Puerto Rican, Cuban, Central American, South American or other Spanish culture or origin, regardless of race. It does not include persons from Portuguese speaking cultures such as Portugal or Brazil. The Spanish/Hispanic/Latino question is about ethnicity, not race.

Are you of Hispanic Origin? ☐ Yes ☐ No

Race Information (check all that apply)

☐ **American Indian/Alaskan Native:** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

☐ **Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

☐ **Black/African-American:** A person having origins in any of the Black racial groups of Africa.

☐ **Native Hawaiian/Other Pacific Islander:** A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.

☐ **White/Caucasian:** A person with origins in any of the original peoples of Europe, the Middle East or North Africa.

Disability Information

For data reporting purposes, a disability, as defined under the Americans with Disabilities Act, is a physical or mental impairment which substantially limits one or more major life activities. A physical or mental impairment is defined as any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory, cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. The regulations also cover any mental or psychological disorder.

Do you have a physical or mental condition that substantially limits any of your major life activities? ☐ Yes ☐ No

☐ **I do not wish to provide this information.**

Printed Name	Signature	Date

Washington State Convention Center Public Facilities District

Veteran's Preference

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Last Name	First Name	Middle Initial

Eligibility for veteran's preference is defined in RCW 73.16.010 as honorably discharged soldiers, sailors and marines who are veterans of any war of the United States, or of any military campaign for which a campaign ribbon shall have been awarded, and their widows or widowers, shall be preferred for appointment and employment. Age, loss of limb, or other physical impairment, which does not in fact incapacitate, shall not be deemed to disqualify them, provided they provide the capacity necessary to discharge the duties of the position involved: PROVIDED, that spouses of honorably discharged veterans who have served connected permanent and total disability shall also be preferred for appointment and employment.

Are you a military veteran eligible for veteran's preference?

- ☐ No
- ☐ Yes

Are you a widow/widower of a military veteran eligible for veteran's preference?

- ☐ No
- ☐ Yes

Are you a spouse of an eligible military veteran with a service connected permanent and total disability?

- ☐ No
- ☐ Yes

Applicants claiming veteran's preference eligibility may be required to provide documents to verify eligibility, such as a DD 214 or NGB 22.