



SENIOR EVENT CONSULTANT

This position will lead, manage and/or support MNSE events. The person should have a passion for events, sports and our community.

Primary Responsibilities Include:

- **Contribute to and support the strategy and execution of events managed by MNSE; this could include but not be limited to MNSE owned events, MNSE Champions Council events, sponsored events, ancillary events, and community legacy events.**
 - Responsibilities include but not limited to:
 - Contribute to and understand the strategy and objectives for the events
 - Contribute to the design of successful events
 - Can be both a team player or leader in the management of events end-to-end
 - Create a work plan for the successful outcome of events
 - Determine and manage a realistic budget for the events
 - Identify and directly or indirectly manage the integrative resources needed to produce a successful event
 - Manage the RFP process for resources if required
 - Identify and source the staffing and volunteers needs for the execution of the event
 - Ensure that the waivers, insurance, and contracts are following the MNSE process
 - Create run-of-show for events
 - Oversee the setup, teardown of events
 - Ensure all invoices are collected and paid promptly
 - Collect documentation and feedback for an event recap and to make informed decisions for future events

- **Serve as an active Minnesota Sports and Events Team Member**

- Attend weekly staff meetings (typically every Wednesday at 9 am CST)
- On-site support of the 2024 Men's and Women's Big Ten Basketball Tournaments March 5 – 18, 2024
- On-site support of the 2024 U.S. Olympic Team Trials-Gymnastics June 27-30, 2024, Gymnastics Championships June 22 – 26, 2024 and Gymnastics for All June 27 – 30, 2024
- Other duties as assigned.

Skills:

- **Team Player**
- Knowledge of our diverse, business, diverse, and sports communities
- Strategic, innovative and creative thinking
- Knowledge of integrative marketing and promotional strategies and tools
- Written and verbal communication abilities
- Ability to manage and communicate at all levels – CEOs to interns
- Ability to manage multiple projects and events simultaneously
- Ability to collaborate with a wide range of vendors and organizations
- Strong organizational expertise
- Time management competency
- Resourcefulness
- Proven problem-solving capability – always thinking of the art of the possible
- Grace and resilience under pressure
- The ability to take things “to the next level”
- “Roll-up your sleeves” attitude
- IT and project management literacy

Qualifications:

- At least 4 years of experience in sports, non-profit, or event management
- Must be available to work nights and weekends up to 30 hours per week
- Must pass a background screen
- Must successfully complete SafeSport training as required by USA Gymnastics

- Access to a reliable vehicle capable of transporting necessary volunteer equipment
- Have a valid driver's license and possess proof of car insurance
- Agree to abide by any current or future mandates and individual organization COVID-19 requirements

If you are interested in this position, please submit your resume to Debbie Estes, destes@mnsportsandevents.org by October 27, 2023.