

## JOB POSTING

Job Opening Date: March 16, 2018

Job Closing Date: When position is filled

Job Title: Director, Event Services

Department: Metro Events

Job Location: San Francisco, Calif.

Contact: Human Resources

Metro Events, a subsidiary of Nautilus Holding Inc., is seeking a special events professional based in our San Francisco office at Pier 27, to manage and lead our team of special events. The candidate will be responsible for sales, marketing, operations and venue management for three of our venues currently on the Embarcadero; Pier 27, Pier 29 and Pier 35. Special events sales and operations experience is required, preferably in the San Francisco and Bay Area market. Position reports to VP of Sales & Marketing.

The Director of Event Services is responsible for overseeing event services, including sales and marketing efforts, overall operations and production of events. Works in coordination with terminal manager to ensure that venues are to standard for events and is the liaison with the port to facilitate all required logistics for events on behalf of Metro Events. This position leads and oversees all outside vendors related to events. The Director also serves as a brand ambassador and is responsible for ensuring Metro Events Team is consistently represented in a positive manner, both internally and externally.

### **RESPONSIBILITIES:**

- Oversee event operations and production
- Manage subcontractor and vendor interface and performance, including in-house lighting and AV Service Company
- Oversee event sales and marketing activities, client interface and business development
- Manage implementation and maintenance of CRM system, website and social media outputs
- Manage overall formulation of estimates and proposals, inclusive of venue rental, lighting, AV, staging, renting and any ancillary elements of potential events
- Oversee all areas of city and port permitting requirements, contractual compliance and overall port authority interface
- Work with Metro Cruise/PCST leadership to manage scheduling of events vs cruise ship calls and terminal setup requirements
- Provide leadership and direction to operations and sales and marketing teams
- Manage business development of Metro Events in Bayonne, NJ and interface with RCCL
- Interface with Metro's corporate team as required and provide weekly operations and sales reports
- Cultivate strong working relationships with industry associations, convention bureau (SF Travel), hotel and DMC partners as well as competition for partnership opportunities
- Forecast and manage sales and operations event budget
- Attends various industry forums, events and trade shows
- Meets and nurture prospective clients, conduct site visits for all Metro Event venues
- Be present at events when necessary to facilitate/monitor operations
- Mentor event team

### **Education and/or Work Experience:**

- Equivalent of a Bachelor's Degree in Business, Marketing or Sales
- Must have experience working with San Francisco clientele / businesses
- Demonstrated track-record of successfully selling and developing event programs
- Strong leadership skills and experience
- Strong event venue sales and operations
- Experience with CRM preferred
- Working knowledge of Microsoft Office and other computer systems
- Experience managing team and vendors
- Experience in forecasting and managing budgets

Please email resumes to [hrdept@metroports.com](mailto:hrdept@metroports.com)