



PPAI JOB DESCRIPTION

Job Title: Meeting Production Manager

Brief Summary of Position

Drives development and delivery of relevant and meaningful member facing events. This position is responsible for both meeting logistics, scripting and production of PPAI association awards and recognition events, department in-person education, the Leadership Development Workshop and support for Board meetings and events.

Reporting Structure

| Reports To | Title | Department |
|------------|--------------------------|----------------|
| Anne Stone | Director, Public Affairs | Public Affairs |

Job Status

| | |
|------------------------------|--------|
| FSLA Status (E/ NE) | Exempt |
| SOC Code | |
| Job Status (FT/PT/Temp) | FT |
| Daily Schedule (Flex N-Flex) | Flex |

Essential Functions and Key Responsibilities:

1. Execute efficient and highly-regarded Awards and Recognition programs-- Oversee all production elements associated with product specific awards (i.e. Pyramid, et. al.) and people-specific awards (i.e. Hall of Fame, et. al.) This includes logistics, scripting and production of these recognition events.
2. Manage logistics, scripting and production of the PPAI Product Responsibility Summit
3. Manage logistics, scripting and production of the PPAI Legislative, Education and Action Day—the annual lobbying event in Washington, DC
4. Manage logistics, scripting and production of the Leadership Development Workshop
5. Manage all meeting logistics associated with the PPAI Board of Directors events.
6. Manage all meeting logistics and production of the PPAI volunteer meetings.
7. Write scripts that are compelling and creative for live events. Ability to write in a fast-paced environment. Work with cross-functional teams to determining the best copy/scripts for each event
8. Must have strong personal organization and time management skills and ability to manage multiple time-sensitive assignments simultaneously
9. Compile all logistical information into function orders and collaborate with vendors
10. Reviews all BEOs and MEOs returned from the facility and meets with staff to determine accuracy, makes budgetary recommendations or updates if required.
11. Creates RFPs and negotiates agreements as assigned.

12. Monitors budgetary lines related to meeting functions, utilities, food and beverage and other areas as assigned.
13. Reconciles billing from the facility, audio visual, catering, utilities and hotel properties as assigned.

Association Wide Responsibilities & Values: (expectations of everyone)

1. Provide honest and ongoing communication as needed to support success throughout the organization
2. Meet established deadlines for all projects, reports and communications for all audiences both internally and externally.
3. Provide high-quality products, reports, communications and projects for all audiences internally and externally.
4. Be fair, consistent and supportive of leaders, staff, board members and vendors
5. Help PPAI to continually seek improvement. Be prepared to personally manage changes taking place within PPAI and the industry.
6. Be empowered, accountable and responsible for your career success, actions, influence and impact upon the organization as a whole

Non-Essential Functions or Responsibilities:

1. Serve as Staff Liaison to a committee

Education Requirements for Enter Position

| School/Certification Authority | Degree/Certification | Major/ Minor |
|--------------------------------|----------------------|----------------------------------|
| University/ College Required | Bachelors | Event planning or Communications |
| Meeting Planning | CMP | Preferred |

Experience Requirements

| Type of Work | Years of experience | Depth of Experience | Other Details |
|--|---------------------|---------------------|---|
| Event planning | 4 | Significant | Broad experience in meeting planning and logistics. Self starter. Creative. |
| Advertising Agency or Marketing Department | 4 | Significant | Strong writing and communication skills |

Knowledge, Skills and Abilities

| KSA's | Years of experience | Depth of KSA's | Other Details |
|--------------------------------|---------------------|--------------------------------------|---|
| Excellent communication skills | 4 | Experience in writing event scripts. | Flawless grammar and style, presentation skills, development capabilities |
| Strong organization skills | 4 | Keen attention to detail, able to | Develop programs than enhance and reward |

PPAI,
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 Equal Opportunity Employer

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|---------------------------------------|---|---|--|
| | | conceptualize top-tier events from start to finish | the member experience. |
| Event Planning | 4 | Experience planning and executing live member events | Develop programs, manage logistics, write scripts, manage budgets, keen attention to detail. |
| Prioritization and project management | 4 | Demonstrated ability to manage and track multiple projects and deadlines simultaneously | Understand what is needed and provide the leadership to gain vital details through analysis and data gathering |
| Broad software skills | 4 | Microsoft suite, access and ExpoCad. | Ability to pick up on new programs quickly |

Physical Requirements:

- *Sitting: 8 hour/ day in office/ 0% at show/event
- *Standing: minimal in office/ 100% at show/event
- *Lifting up to 50 pounds (luggage and gear for travel)
- *Pushing/Pulling: up to 50 pounds as needed
- *Bending/Stooping: infrequent
- *Extended work hours, extended weeks (endurance requirement): must be able to travel for up to two weeks with accoutrements: yes

Work Environment:

- *Office environment: Yes
- *Trade show floor or event venues: Yes
- *Temperature controlled: Not always – many tradeshow are not temp controlled during set up and tear down, must be prepared for hot or cold situations during these times.



Professional Development Plan

Meeting Production Manager

Training/Development/Education Requirement(s)

| Title | Key KSA's covered | Expected Completion |
|--|--|----------------------------|
| Event Planning | Earn a CMP designation | Within three year |
| Event Scripting | Create compelling and relevant scripts for live events | Within one year |
| Meeting Facilitation | Coordinate and manage meetings to successful conclusion | Within one year |
| Persuasive writing and presentation skills | Able to communicate clearly | Within one year |
| Association Law | Core documents, conflict of interest, financial and fiduciary duties | Within one year |
| | | |

**Succession Plan Options
(Potential next steps from this position)**

| Job Title | Department | Experience in current Job | Skills, Education, Abilities, Knowledge needed |
|---------------------------|-------------------|----------------------------------|---|
| Manager, Volunteer Engage | Public Affairs | 10 years | See above |
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