

Job Title	Events and A/V manager
PVN ID	RC-2403-006209
Category	Clerical/Office Services
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	CUNY Advanced Science Research Center
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	May 26, 2024 (Or Until Filled)

General Description

Join our dynamic team at the CUNY Advanced Science Research Center (ASRC), affiliated with GC CUNY but based at the CCNY campus in West Harlem, where groundbreaking research meets state-of-the-art facilities. As an Events and A/V Manager, you'll play a pivotal role in orchestrating impactful events, including seminars, workshops, conferences, and receptions, for our own staff and students, and both for intra- and extra City University of New York (CUNY) clients within our cutting-edge facility. The ASRC serves as a hub for interdisciplinary scientific collaboration, boasting world-class laboratories, meeting spaces, and auditoriums designed to foster innovation and discovery. From scientific conferences to community engagement initiatives, you'll have the opportunity to showcase our facility's capabilities while ensuring seamless event execution. If you're passionate about science, innovation, and creating exceptional event experiences, join us at the forefront of scientific advancement at the CUNY ASRC.

Duties include, but are not limited to:

- Schedules and supports major ASRC events, including seminars, symposia, conferences, workshops, receptions, VIP meetings, tours, and others, and manages a master events and room usage calendar, internally and on the web. These include events held at the ASRC, the Graduate Center, other CUNY and non-CUNY facilities and virtual events.
- Assists in planning events, including conceptualizing events that promote the ASRC's vision and mission, preparing event agendas, timelines, and run-of-show schedules.
- Creates and maintains inventory of digital flyers, signage, emails, social media posts, webpages, calendar posts, invitations, and other promotional materials for events.
- Designs graphics and templates for promotional materials and format content.
- Assists with content development and design of promotional materials for ASRC events spaces for potential customers; promotes ASRC spaces and resources to attract new customers.
- Coordinates catering and support services such as custodial, IT media services, and facilities requests needed for events, including setup of poster boards, tables, chairs, microphones, and other furniture and equipment. Helps to coordinate volunteers and other staff support for events. Ensures proper setup and breakdown of events. Troubleshoots and problem-solves issues in real-time as they emerge with support service teams.

- Updates internal mailing lists and databases, and manages event guest lists and registrations.
- Communicates with invited speakers, panelists, other participants, and attendees regarding event details and logistics. Assists with preparing speakers and other participants for events.
- Prepares and conducts post-event surveys.
- Collects and compiles data on events, such as attendance numbers and participant affiliations. Prepares and disseminates reports graphs, and presentations that summarize important information and statistics about the ASRC events.
- Assists with budgeting for events; prepares purchasing requirements for events
- Actively markets and promotes ASRC spaces and resources to attract new customers
- Assists with purchasing of event and communications-related subscriptions, materials, and supplies, and tracks expenditures against budget.
- Promotes an inclusive and equitable environment for all students, faculty, staff, and guests of theASRC.
- Updates job knowledge by participating in educational opportunities.
- Assists with preparation of contracts for customers related to space rentals for events; assists with costing events for external customers; negotiates rates; negotiates rates with external customers; assists with AP functions associated to these accounts.
- Trains, mentors, and supervises staff and interns, as appropriate.
- Performs other duties as assigned.

Other Duties

Qualifications

Experience with events communication, events catering, AV operations, and data basing.