

## Events Director

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Location: Greenville

Category: other-general

Job Title: Events Director

Location: Greenville, SC

**Overview:** This organization is one of the leading event venues in Greenville, hosting corporate events, weddings, community events, festivals, philanthropic events and more. They have a reputation for excellence and delivering memorable experiences for their clients and guests.

We are seeking a dynamic and experienced Events Director to join the team. The Events Director will be responsible for planning, organizing, and executing events from conception through to completion, along with managing a team of 3. This role requires strong project management skills, attention to detail, creativity, and the ability to manage multiple tasks simultaneously. The Events Director will work closely with clients, vendors, and internal teams to ensure the successful delivery of each event.

### Key Responsibilities:

- Construct and manager a year-round events calendar, working closely with the sales team to maximize the quality and quantity of events.

- Lead the brand's promotion in the Greenville community, seeking to increase awareness of the organization's event capabilities.

Manage and execute the pricing strategy for the organization, ensuring competitive pricing and best practices in the market.

Work to continuously improve and expand the organization's event capabilities.

Serve as the primary point of contact for clients, understanding their needs, preferences, and objectives to create tailored event experiences.

Source, negotiate with, and manage external vendors service providers to ensure seamless execution of events, along with management of internal teams like food and beverage.

Lead and motivate event staff, including onsite event coordinators, ensuring everyone is aligned with event objectives and responsibilities.

Directly or through team members, oversee all aspects of event execution, including setup, coordination of activities, guest management, and troubleshooting any issues that arise.

Conduct post-event evaluations to assess the success of each event, gathering feedback from clients, attendees, and team members to identify areas for improvement.

#### Qualifications:

Bachelor's degree strongly preferred.

Proven experience (5+ years) in event management, with a track record of successfully executing a variety of events.

Strong project management skills, with the ability to multitask and prioritize effectively in a fast-paced environment.

Excellent communication and interpersonal skills, with the ability to build and maintain relationships with clients, vendors, and team members.

Creativity and attention to detail, with a passion for delivering exceptional event experiences.

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