



Review Job

Event Manager

Minneapolis, MN (US)



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About the Job

Event Manager - Winmark Corporation

To Apply: Please fill out an application online or email your resume with salary history to lgoff@winmarkcorporation.com

Winmark Corporation is looking for a business professional to join our team as an Event Manager. Winmark Corporation is the leader in over 1,100 resale franchise brand locations, including Play It Again Sports, Once Upon a Child, Plato's Closet, Music Go Round, and Style Encore, as well as our strong leasing businesses, Winmark Capital and Wirth Business Credit. To learn more about our organization, visit our website at www.winmarkcorporation.com or find us on LinkedIn at www.linkedin.com/company/winmark-corporation

Position Purpose:

The Event Manager is responsible for planning and managing all aspects of conferences, trade shows and special events for the Winmark brands by working closely with the Brand Directors, staff, and internal departments. The average number of event attendees range from 50 to 1,000. In addition, the Event Manager serves on the core team for the marketing by managing event communications including but not limited to site selection, contract negotiations, vendor selections such as trade show décor, audio visual, transportation movements, etc. and other duties as assigned.



No Logo Available

Winmark Corporation

Job Title: Event Manager**Type:** Full Time**Category:** Hospitality
Management**Location:** Minneapolis, MN
(US)

Essential Duties and Responsibilities:

- Initiate processes regarding goals and objectives for Conferences and events to ensure planning is in-line with these goals.
- Responsible for budget creation and adherence, post-event reporting, accounting and follow-up.
- Responsible for all aspects of conferences and trade shows including but not limited to site selection, contract negotiations, vendor selections such as trade show décor, audio visual, etc. Oversee and manage logistics prior to event and on site.
- Create and maintain strong relationships with brand staff and supporting departments, franchisees and product and service vendors relative to their participation in the event.
- Work closely with staff and maintain effective communication throughout entire planning and execution of event theme, conference and follow-up. Work with marketing, buying group and operations to ensure success of programs and events.
- Oversee creation of logo wear and promotional materials required for conference, as well as coordinate guest speakers and entertainment.
- Coordinate hotel arrangements for corporate attendees.
- Attend industry seminars and events to expand knowledge in the event planning field and attend trade shows to form relationships for future site selections.

Job Requirements

Education and/or Experience:

- Bachelor's degree preferred
- Minimum of 3-5 years of event planning and operating experience
- Excellent communication skills along with a strong phone presence
- Exhibits high degree of professionalism, confidentiality, tact and diplomacy
- Strong organizational and time management skills with attention to detail
- Works effectively with others as part of a team
- Manages multiple projects simultaneously with efficient follow-through
- Travel up to 40%

Characteristics:

- Builds relationships quickly
- Self-starter
- Detail-oriented
- Innovative
- Service-oriented
- Active Listener
- Clear Communicator

Winmark Corporation is an equal opportunity employee

APPLY FOR THIS JOB Contact Person: Emily Austin

Email Address: protect_email2("eaustin", "winmarkcorporation.com");

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Job ID: 15496246