

CONFERENCES MANAGER

Full-time position | Hybrid | Must live in Nashville, TN area

Overview

Headquartered in Brentwood, TN, Bank Director is a dynamic, diverse and profitable privately-held media company. Since our start in 1991, we have focused on the informational, educational and training interests of C-level executives and members of the boards of financial institutions. These key leaders trust our team and products to keep pace with their ever-changing landscape. We do so through *Bank Director* magazine, BankDirector.com, exclusive conferences, research reports, a comprehensive membership program and various social media channels.

Job Summary & Responsibilities

Our Conferences Manager is primarily responsible for event preparations with our host hotels and various event vendors, both off and onsite. Essential duties include, but are not limited to, the following:

- Responsible for all pre-event planning with host hotels, including banquet event order creation, menu selections, audio/visual orders, etc.
- Primary point person for all third-party vendors used at events (furniture rentals, DMCs, etc.)
- Required to attend each event and manage the onsite logistics, including creating the onsite staff logistics for the conference team, managing the conference staff onsite at each event, and ensuring that all rooms are properly set and all necessary materials are ready
- Creating signs lists and supplies lists in preparation for each event
- Ordering supplies needed for each event and managing inventory
- Copying and preparing all internally printed documents for each conference
- Managing the packing and shipping process both to and from each event
- Managing the communications to exhibiting sponsors with exhibitor details and coordinating items shipped to each event
- Creating evaluations for in-person events and pulling evaluation reports after the conclusion of each event
- Scheduling conference calls with all event speakers, as needed
- Editing and ensuring accuracy for conference guides, digital notebook and slides for all conferences, as needed
- Minimum of first three months of employment working in our office Monday through Thursday; may work from home on Friday; adjustments after this period are based on performance
- Other duties as assigned

Skills & Qualifications

- Bachelor's degree
- Minimum three years of project management experience
- Ability to handle multiple projects simultaneously and stay calm under pressure
- Organized and strong attention to detail
- Excellent written and verbal communication skills
- Good command of Excel and Word
- Ability to manage and motivate a team effectively
- Ability to travel several times per year
- Must be able to lift 30 pounds or more

Benefits & Perks of Working at Bank Director

Our culture is one of collaboration, where individuals look to exceed expectations. We are a friendly and ambitious team that takes pride in setting and clearing a high bar. Some of our benefits and perks include:

- 15 days of paid time off (PTO)
- Paid medical, vision and dental benefits for single employees - and deep discounts for those with spouses/families
- 3% match for 401(k) based on annual salary, regardless of your contribution, assuming an open account through the company's retirement plan
- 20 to 24 hours of paid volunteer time
- Casual work environment
- Various employee outings and get-togethers throughout the year

How to Apply

To apply, please send your resume to our Chief Operating Officer, Laura Schield at Lschild@bankdirector.com.