

PPAI JOB DESCRIPTION

Operations Manager

Operations Manager is responsible for the production, management and coordination of certain logistical orders for PPAI tradeshows and PPAI produced events, budgets for assigned vendors/areas, show floor plans, primary contact for certain show vendors and providing project management support to the Expositions Department.

Reporting Structure

Title of reporting manager: Director
Department: Expositions

Job Status

FLSA Status (Exempt / Non-Exempt): Exempt
Compensation (Hourly / Salary): Salary
Job Status (Full-Time /Part-Time /Temp): Full-Time
Daily Schedule (Start time Flexible / Not Flexible): Start time Flexible
Work Location: Position must work from HQ location

Job Discretion

How many people does this position supervise: 0
Does this position have disciplinary responsibilities: No
Does this position have hiring / termination responsibilities: No
Does this position have evaluation responsibilities: No

Essential Functions and Primary Duties

1. Participates in production of decorator and facility letter for PPAI events.
2. Coordinates the creation and production of Exhibitor Directory Guide with marketing.
3. Creates RFP's, negotiates contracts and manages relationship pre-show, on-site and post-show with vendors and contractors that support PPAI events as assigned.
4. Supports Sr. Operations Manager in creation and implementation of overall décor and theme and PPAI events.
5. Manages the creation of signage for PPAI events.
6. Manages the creation and implementation of the Exhibitor Service Kit.
7. Budgetary responsibility for certain line items of PPAI events as assigned.
8. Collaborates with marketing and membership in creating overall theme of Resource Headquarters Booth. Implements theme of RHQ by working with general contractor on design, layout and logistics of booth.
9. Supports PPAI departments in implementing their programs at PPAI events as assigned.
10. Works onsite at PPAI tradeshows and PPAI produced events

Secondary Responsibilities

Produces Staff Guide for PPAI tradeshows

1. Participates in the creation of floor plans for PPAI Events.
2. Answers incoming telephone calls.
3. Provides updates and content relative to The PPAI Expo website. Works with Sr. Operations Manager, Marketing, and IT on design and functionality.
4. Updates budgetary files to accurately report on expenses for PPAI Events.
5. Participates in design and implementation of sponsorship and advertising programs.
6. Other duties as assigned.

Association Wide Responsibilities & Values

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, responsive and supportive of leaders, staff, board members, 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.
7. Foster cultural values, mission and overall organizational guidelines of PPAI.

Education Requirements

School/Certification Authority	Degree/Certification	Major/ Minor
High School (Required)	Diploma	
College (Preferred)	Bachelors	Preference is a Business or Hotel / Restaurant Management

Experience Requirements

Type of Work	Years of experience	Depth of Experience
Operations Experience in Tradeshows	5+	Preferably Operations Manager experience in Tradeshow Week top 100 tradeshow.

Knowledge, Skills and Abilities

KSA's	Years of experience	Depth of KSA's
Excellent Communication Skills (verbal, written, and presentation)		Proficiency
Strong Organizational Skills		Proficiency
Prioritization and Project Management Skills		Proficiency

Demonstrated Ability to manage and track multiple projects and deadlines simultaneously		Proficiency
Microsoft WORD, Excel, Powerpoint, Outlook, Access and ExpoCad		Proficiency
Ability to learn new software programs quickly		Proficiency

Physical Requirements

- *Sitting: Yes
- *Standing: Yes. At PPAI Events, extended periods of standing required
- *Lifting: Yes – 25 lbs.
- *Pushing/Pulling - Yes
- *Bending/Stooping - Yes
- *Extended work hours, extended weeks (endurance requirement). Travel to and work offsite at PPAI Events as required. Requires extended work hours and beyond the standard 8-hour work day.

Work Environment

- *Office environment
- *Trade show floor or event venues – Requires extended period of times walking and standing.
- *Temperature controlled environment – in office, but not always at PPAI Events.
- * Travel: Must be able to travel