

PPAI JOB DESCRIPTION

Tradeshow Generalist

A valued seasonal member of the Business Development and Expositions team, the Tradeshow Generalist is responsible for executing a variety of administrative, operational and logistical assignments for PPAI's top-100 tradeshow, The PPAI Expo®, and other PPAI events as assigned. The Tradeshow Generalist must be a positive team player, able to take direction, collaborate as a team member and work independently with attention for detail.

Reporting Structure

Title of reporting manager: Show Manager
Department: Business Development and Expositions

Job Status

FLSA Status (Exempt / Non-Exempt): Non-Exempt
Compensation (Hourly / Salary): Hourly
Job Status (Full-Time /Part-Time /Temp): Seasonal
Daily Schedule (Start time Flexible / Not Flexible): Flexible
Work Location: PPAI Headquarters with some remote flexibility

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 (list up to 10 most important points)

1. Provide overall support for operations team and backup support for sales team.
2. Deliver the highest level of customer service in most efficient manner possible.
3. Exhibitor Appointed Contractors: Collect and process EAC forms and payments. Confirm appropriate insurance is submitted.
4. Exhibitor Resource Center: Track and chase missing information from exhibitors.
5. Coordinate and manage scheduling, packing and shipping of staff materials for tradeshows.
6. Coordinate staff and VIP travel (air, transportation and hotel) for tradeshows and other PPAI events as assigned.
7. Manage product pavilion process pre, during and post event. Track and collect entries, prepare product pavilion and spotlight showcase materials, coordinate with SAGE on QR code signs, oversee execution of product pavilion onsite.
8. Manage staff uniform and badge distribution and collection.
9. One of the primary contacts for inbound operations calls and calls related to registration and housing issues/needs.
10. Provide post-show analysis for areas of responsibility. Covering successes, misses and areas for improvement.

Secondary Responsibilities *(list up to 7 lesser important points)*

1. Support the tracking and collection of all sponsor and advertiser materials
2. Document, report and maintain accurate show files and production documents
3. Provide support and back up for members of department as assigned
4. Cross-departmental collaboration
5. Works onsite at PPAI tradeshow and events as assigned
6. Other duties as assigned by Show Manager

Association Wide Responsibilities & Values *(expectations of everyone)*

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 Preferred

School/Certification Authority	Degree/Certification	Major/ Minor
High School: Required	Diploma	
College: Preferred	BA/BS	

Experience Preferred

Type of Work	Years of experience	Depth of Experience
Tradeshow	3+	Mid-Level
Customer Service	3+	Mid-Level

Knowledge, Skills and Abilities Preferred

KSA's	Years of experience	Depth of KSA's
Written and Verbal Communication	3+	High
Strong Organizational Skills	3+	High
Microsoft Suite	3+	High
Time Management	3+	High

Physical Activity

*Sitting: Yes

*Standing: Yes. At PPAI tradeshow and 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 tradeshow and events as required. Requires extended work hours beyond an 8-hour workday.

Work Environment

*Office environment

*Trade show floor or event venues

*Temperature controlled environment

* Travel: Must be able to travel

PPAI is an Equal Opportunity Employer (EOE)

Apply to: apply@ppai.org