



POSITION: Full Time Event Manager – Wildwoods Convention Center

DEPARTMENT: Administration

REPORTS TO: Director of Operations

FLSA STATUS: Exempt

LEGENDS & ASM GLOBAL

Two powerhouse companies have joined forces to redefine excellence in sports, entertainment, and live events. Together, we combine unmatched expertise with a global reach, offering end-to-end solutions – from venue development and event booking to revenue strategy and hospitality.

Legends brings a 360-degree, data-driven approach across Global Partnerships, Hospitality, Merchandise, and Attractions, working with top-tier clients to deliver exceptional experiences.

ASM Global, the world leader in venue management and live event production, oversees 350+ iconic venues stadiums, arenas, conventions centers and theaters.

Our organization is committed to building an inclusive, innovative environment where differences drive solutions that benefit our team members, guests, and partners. Guided by our values of respect, integrity, and accountability, we create a workplace where everyone can succeed. Are you ready to be part of the team that is transforming live entertainment? **Join us to make legends happen!**

THE ROLE

Essential Duties and Responsibilities

- Supervise staff and oversee all aspects of facility operations related to events.
- Meet with client groups to plan and organize assigned meetings and / or events.
- Coordinate activities with service contractors for assigned events.
- Guide clients in preparation of events by interpreting and explaining contract provisions, policies, and procedures.
- Keep clients informed about deadline schedules, including but not limited to floor plan submissions, meeting room set-up specifications, insurance requirements, and other event details.
- Prepare cost estimates and monitor final billing.
- Provide clear, concise, and timely communication of requirements to operational departments. Assist in scheduling operational set-ups to meet equipment and service needs.
- Monitor and supervise facility set-up when necessary.
- Serve as primary liaison between clients and facility departments, ensuring client requests and concerns are addressed.



- Monitor in-house events, maintaining close contact with clients and staff to ensure successful events. Follow up on client feedback.
- Ensure compliance with facility policies, safety regulations, and insurance requirements throughout event planning and execution.
- Adapt to changing priorities and situations, adjusting event logistics as needed to meet client or operational requirements.
- Work independently and exercise judgment in managing event logistics with limited supervision.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty with energy and enthusiasm. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree (B.A.) from a four-year college or university.
- 1–2 years related experience and/or training, or an equivalent combination of education and experience.
- Working knowledge of the principles of facility management, event services, and equipment for a similar facility.
- Prior experience with "Event-Pro" floorplan computer system is preferred, but not required.

Skills and Abilities

- Excellent organizational, planning, and interpersonal skills.
- Strong written and verbal communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and other standard office equipment.
- Ability to prioritize multiple projects and work effectively under pressure.
- Demonstrated problem-solving skills and professional judgment.
- Supervisory experience preferred.
- Professional presentation, appearance, and work ethic.
- Ability to build and maintain effective working relationships with clients, employees, contractors, and the public.
- Good organizational skills and attention to detail required.
- Willingness to work flexible hours, including days, evenings, weekends, and holidays, depending on event schedules.



COMPENSATION

The salary for this position falls within a \$40,000 to \$50,000 range that is dependent on experience, education, and qualifications. In addition to base pay, the company provides a comprehensive benefits package, including medical, dental, vision, life and disability insurance, paid vacation, and a 401(k) plan.

WORKING CONDITIONS

Location: On Site

Wildwoods Convention Center

Wildwood, NJ

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee must regularly move throughout the facility, stand for long hours during events.
- The employee may be required to work both indoors and outdoors as required by the function.
- Must have the physical ability to maneuver around the facility.

NOTE:

The essential responsibilities of this position are described under the above headings. They may be subject to change at any time due to reasonable accommodation or other reasons. Also, this document in no way states or implies that these are the only duties to be performed by the employee occupying this position.

Legends & ASM Global is an Equal Opportunity/Affirmative Action employer, and encourages Women, Minorities, Individuals with Disabilities, and protected Veterans to apply. VEVRAA Federal Contractor.