



Position: Event Manager
Reports to: Director of Sales/Director of Account Management
Location: On-site, Addison Texas

We're seeking a top-notch Event Manager for our meeting and event management company in the Dallas-Fort Worth Metro area (If you have DMC experience, this is a PLUS). As the first and currently only ADMEI-accredited firm in North Texas, we're one of the most successful corporate event & destination management companies in the Dallas area. In fact, we've been named multiple times as Texas' Best Meeting & Event Planning Company and have won more industry awards than any other company in Texas.

We organize airport transportation, themed events, team-building, dinners, special events, and tours for our clients when they bring groups (customers, vendors, and employees) to town for meetings and conventions.

If you have superhero DNA (that is, you love "saving the day") and if you would like a role where you've got a chance to grow with a company in the exciting events industry, expand your event management career, and have fun at the same time with a group of outstanding and committed employees, then we would like to speak with you.

About the Position:

The full-time Event Manager role will involve overseeing all aspects of event management and execution (particularly onsite event and transportation management), ensuring each client program is a resounding success and exceeds expectations.

Responsibilities:

- Execute program event and transportation components, ensuring seamless integration and alignment with client objectives.
- Oversee on-site event operations, providing leadership and direction to event staff and vendors.
- Coordinate with vendors, hoteliers, venues, and stakeholders to manage contracts and ensure all logistical aspects are handled flawlessly.
- Manage event budgets, timelines, and resources effectively, ensuring maximum efficiency and client satisfaction.
- Maintain client relationships, ensuring a high level of service and fostering repeat business.

Qualifications:

- Minimum of 2-3 years of experience as an Event Manager or similar role is preferred; DMC experience and/or experience managing transportation is a plus.
- A bachelor's degree in Event Management, Hospitality, Business Administration, or related field is a plus.
- Excellent organizational, planning, and project management skills with attention to detail.
- Strong decision-making capabilities and leadership skills.
- Exceptional communication and interpersonal skills to interact with clients, team members, and vendors.



- Teamwork, including proactively jumping in to assist others when needed.
- Ability to manage multiple projects simultaneously under tight deadlines.
- Flexibility to work irregular hours and evenings, as necessary.
- Exude a commitment to providing exceptional service.
- Embodying all of the UV values: Service, Teamwork, Excellence, Performance
- Transparent and effective communication with the team at all times is a must for this position.
- Demonstrate consistent and open collaboration with team members.
- Teamwork, including proactively jumping in to assist others when needed, is a core company value that is fundamental to our success.

Work Style:

- Commitment to excellence (another company core value) requires high functioning, high efficiency and being mega detail-oriented.
- Must be able to multi-task (managing competing priorities) and shift priorities quickly as required to meet deadlines on multiple programs and pop-up client requests/needs
- Must be comfortable speaking with clients

What We Offer:

A competitive salary + year-end bonus, profit share, 401K after a year, and a cash balance benefit program.

In addition, 10 ½ days paid holiday, 5 sick days, 10 vacation days, health care after 60 days, continuing education allowance as well as a life insurance policy up to \$50K. Fantastic company culture where opportunities to celebrate one another are encouraged.

This role will be physically based in our office in Addison and cannot be a remote position. We're seeking a candidate currently in the DFW metro area, or willing to relocate at their own expense to Dallas.

To Apply:

Qualified candidates can send a cover letter and resume to Marie Huggins, marie@uvdmc.com.

We also ask that you complete the PI standard assessment as part of your application.

<https://assessment.predictiveindex.com/bo/V6i/OpsMgr#page0>

Our company provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type with regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.