



**Director of Special Events (full-time, 35 hours/week)  
Events and Conference Services  
Position 102060**

**Position Summary:** The Director of Special Events will assist with the management of high-impact and special University events including, but not limited to Commencement, building groundbreakings/ribbon cuttings and dedications, honorary degree ceremonies, University holiday events and other annual and one-time University gatherings. The Director of Special Events will work closely with the Office of the President in coordinating functions requested by the president that are considered major University events. The Director of Special Events will serve as an events protocol/etiquette resource to the University community, i.e. invitation wording and forms of address, flag protocol for events, event program development and coordination of the president's event attendance and participation with the Office of the President.

The Director of Special Events will provide expertise and guidance to those both within the University community and external guests to assist in the successful and efficient planning and execution of meetings and events occurring on campus. The Director of Special Events will provide planning tools to internal and external event planners and ensure that information is current and accurate, providing guidance and education to members of the University community.

**Essential Responsibilities Include:** Assist with the management of high-impact and special events hosted by the Office of the President including, but not limited to Commencement, building groundbreakings/ribbon cuttings and dedications, honorary degree ceremonies, University holiday events and other annual and one-time University gatherings. Work closely with the Office of the President to coordinate University functions requested by the president. Liaise with University Advancement to plan and execute impactful and successful development functions. Serve as an events protocol and etiquette resource to the University community, providing advice and guidance on correspondence wording, forms of address, flag protocol for events, and event program development. Develop, disseminate, and maintain event planning checklists for clients (both internal and external) planning events on campus. Collaborate with other departmental staff to effectively capture event needs for all clients requesting space for special events. Coordinate client requests with relevant campus service providers as needed, depending on event and location. These may include catering, public safety, transportation and parking, marketing and communications, and facilities operations. Collaborate with University dining services/catering provider to improve services to clients with goal of encouraging more clients to contract with University's provider. Utilize established protocols, forms, and procedures to ensure consistent level of service is provided to all users of University space. Participate in regular meetings to ensure the needs of facility users are understood and met by the appropriate campus resources. Schedule and participate in site visits of potential campus facility users.

In coordination with the University's Office of Strategic Sourcing and Procurement and Events and Conference Services staff, establish and maintain positive working relationships with external service providers, supplying resources in support of events occurring on campus. Develop, with Strategic Sourcing and Procurement and Events and Conference Services staff, preferred vendor lists to be shared with those planning events on campus. Serve as primary contact for clients (internal and external) who have reserved space on campus for a special event. Collaborate with and serve as a resource to various campus departments to coordinate and meet academic, co-curricular, conference and special event needs. Follow and enforce University policies and procedures related to space allocation priorities and principles. Maintain current user/client information (e.g. student organization and University department contacts, org. numbers), effectively utilizing available technology. Possess working knowledge of University and community resources. Attend departmental staff meetings, seminars and committee meetings as directed. Serve on University, divisional and departmental committees as requested. Be familiar with University business policies and procedures, especially in the areas of personnel, purchasing, accounting, and payroll. Effectively and appropriately handle confidential materials. Channel concerns, suggestions, and complaints to appropriate professional staff in a timely manner

**Minimum Qualifications:** Bachelor's degree (Event Management, Communications, Business Administration, or a related field is preferred) required. Master's degree strongly preferred. Must have five (5) to seven (7) years related professional experience in a college or university, non-profit organization or other program-related entity to include event planning and hospitality. Knowledge of student unions/centers, conference services, campus/student activities, and/or meeting planning required.

Experience in event management, specifically conference programs, marketing, sales, event budget management, revenue generation, public relations and/or special events management. High degree of professionalism, entrepreneurial spirit, and strong communication skills are required. Experience with Microsoft Office required. Experience managing staff and/or student workers strongly preferred. Professional association participation with the event planning industry, e.g. Association of Collegiate Conference and Event Directors-International (ACCED-I), Meeting Professionals International (MPI), International Special Events Society (ISES), Convention Industry Council (CIC) preferred.

**How to apply:** forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): [CUARecruitment@cua.edu](mailto:CUARecruitment@cua.edu). Reference position 102060 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

**THE CATHOLIC UNIVERSITY OF AMERICA**

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