



## Event Manager

**Job Type:** FT Exempt; 37.5 per week  
**Salary:** Commensurate with experience  
**Work Location:** Kentucky Exposition Center, 937 Philips Lane, Louisville, KY 40209

### Organizational Summary:

Kentucky Venues operates the Kentucky International Convention Center (KICC) and the Kentucky Exposition Center (KEC) to serve regional, national, and international clients while promoting the progress of the Commonwealth and advancing Kentucky's agriculture and tourism industries and economy. We produce six signature events that bring those from around the world to Kentucky. These events promote the pride and progress of the agricultural industry and affirm our agency's commitment to improving rural and urban understanding. Kentucky Venues is governed by the Kentucky State Fair Board.

### Employee Benefits:

Kentucky Venues offers extremely competitive benefits for eligible employees including: health, dental, vision and life insurance, paid personal and sick leave, pension and supplemental retirement, free parking, EAP and employee discounts.

### Position Summary:

The Event Manager is responsible for overseeing all aspects of assigned events, from advance planning through execution, move-out, and final billing. This role ensures seamless event operations by managing all facility-related functions, creating work orders and memos, and developing floor plans using AutoCAD or Visio. Using independent judgment, the Event Manager makes effective decisions that balance client needs with guest experience, staff efficiency, and facility operations. Additionally, this role fosters strong relationships with clients, service providers, and internal teams, collaborating closely with Sales Managers, Operational Supervisors, Security, service providers, and Louisville Tourism to deliver high-quality events. When executive management is unavailable, the Event Manager serves as the facility's duty manager.

### Essential Functions (must be able to execute with/without reasonable accommodation):

General duties performed in order to accomplish position objectives; inclusive of how and frequency of which they are performed

- Creates work orders and memos to delegate event directives
- Create and review floor plans using AutoCAD and Visio
- work with the event services team to ensure adherence to established timelines and respond to customers in a timely manner.
- Assist clients by suggesting efficient use of the facility for event functions.
- Finalize lessee requirements, inclusive of equipment arrangements and event staff detailing (ushers, security guards, food & beverage).
- Detail events for client approval and internal communication by creating event work orders
- Advance and communicate event schedules and directives to appropriate departments and staff, reviewing performance and results.
- Troubleshoot during events and event preparation to ensure all event setups are correct, inclusive of determinations about policies, procedures, billing, and staffing.
- Address client and guest complaints and concerns with a solution-driven approach or connect them to the event coordination manager if further attention is necessary.
- Prepare event reports, noting attendance, timeline, significant challenges, and successes.
- Prepare pre-show estimates and ensure accurate event billing is processed in a timely matter for settlement/invoicing; ensure collection of all payables by due dates.
- Produce departmental correspondence such as work orders, security memos, equipment/service orders, billing statements ensuring timeliness and accuracy.
- Coordinate all event/show setup with exclusive F&B and staffing providers and other service providers with lessees and sales managers.

- Provide quality finished venue product from contract development, event move-in and production through move out and final billing.
- Make recommendations to the event coordination manager regarding show management.
- Submit written event work orders to all departments and advise on all changes/updates.
- Compile and verify invoices for equipment, labor and rental rates, forward invoices to finance.
- Review all agency policies, rental rates and procedures for event management and make recommendations for changes.
- Coordinate emergency evacuations and emergency communications during events.
- Performs relative duties and manages other responsibilities as assigned

**Direct Reports:** No Position Titles report to this position

**Physical Requirements and working conditions.**

- Often remains stationery within a workstation, operating a computer and a multi-line phone
- Consistently communicates and interacts in-person and via voice call, video call, text, and email
- Regularly office devices including calculators, telephones, copy/fax machines and printers
- Regularly traverses facility space, including stairs, ramps, escalators/elevators, and heavily occupied spaces
- Consistently functions effectively in moderate/high-pressure environment, according to a stringent schedule
- Office and event facility settings with moderate/high noise levels
- Usually work hours are weekdays, but during months of in-house events, work hours will include evenings, late nights, early mornings, weekends, and holidays; working more than 40hpw is likely during these months
- Regularly travels locally and regionally for sales calls and industry functions
- Exposure to hot/cold/humid climates and elements including livestock, hay, dirt/dust, and exhaust fumes

**Requirements for position (minimum Education Level, Years of Experience and Specialized Abilities):**

Preferred or necessary based on position requirements and business necessity. An equivalent combination of education and experience may be substituted.

- Bachelor’s Degree in field of Event Management, Hospitality, Business Communications or Event Production preferred.
- Two years’ Event Management experience, preferably in a convention center, stadium, arena, hotel, theater, or other public facilities.
- Must be eligible to work in the United States

**To Apply:**

Complete an application at [kyvenues.com/apply](http://kyvenues.com/apply) and attach a letter of interest, résumé and professional references.

Kentucky Venues is an equal opportunity employer. Kentucky Venues does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, gender identity or expression, ancestry, age, pregnancy or related medical condition, marital or familial status, disability, veteran status, political affiliation, or genetic information in accordance with state and federal laws.