



JOB POSTING: Events Manager

Company Profile

Nei-Turner Media Group publishes high quality, regional tourism guides and lifestyle magazines for niche audiences, with offices in Lake Geneva and Madison. Nei-Turner publishes many of the major visitors guides in the state along with a suite of magazines that were launched or acquired, including *Chicago Style Weddings*, *Atlanta Style Weddings*, *Midwest Meetings*, *Wisconsin Meetings*, *At The Lake* magazine, *Experience Wisconsin*, *Lakeshore Living* and *BRAVA Magazine*. Nei-Turner manages web sites and social media channels for each magazine brand.

Position Overview

This is a part-time position with a flexible work environment based in the Lake Geneva office. The Events Manager is responsible for planning and organizing special events and/or meetings, including all operational, implementation and post-event activities. These events include but are not limited to:

- Chicago Style Weddings magazine launch party (July) in Chicago
- Atlanta Style Weddings magazine launch party (January) in Atlanta
- 2-4 networking events (100 to 300 attendees per event) for BRAVA magazine in Madison
- Nei-Turner summer staff meeting (July) and holiday party (December) in Lake Geneva
- Assistance with Beer & Spirits Festival (October) in Lake Geneva

Job Summary

- Pre-event and onsite communication with stakeholders, participants and sponsors.
- Establish schedules and timelines, task assignments, and budget. Negotiate agreements with outside providers and subcontractors to ensure lowest cost and highest quality of service.
- Work closely with event planning committees and client groups to define event goals, objectives and specific implementation plans.
- Source venues, recommend and engage catering, acquire supporting technology and coordinate development of registration plan, programming and marketing materials.
- Be the point of contact at the event and trouble-shoot any unexpected issues.
- Provide post-event analysis, budget recaps and participant feedback.

Qualifications:

- College degree or equivalent coursework.
- Experience in a small business environment.
- Ability to interact and communicate politely, effectively and persuasively, with a high level of customer service, going above and beyond for our customers.
- Enjoy being part of a team, but willing to make independent decisions as needed.
- Highly organized with ability to deal with multiple projects and deadlines.

How to apply: Send resume and cover letter to Barb Krause at bak@ntmediagroup.com