



## **Job Title: Event Manager**

**Location: Dallas-Fort Worth Metro Area, Texas**

### **Company Overview:**

We're seeking a top-notch Event Manager for our meeting and event management company in the Dallas-Fort Worth Metro area. 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. Over the past 30 years, our women-owned company has been named multiple times as Texas' Best Meeting & Event Planning Company and has won more industry awards than any other company in Texas. We have also been named a "Best Place to Work" over the years by the Dallas Business Journal.

Ultimate Ventures organizes 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 helping others and "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 with a group of creative and committed employees, then we would like to speak with you!

### **Job Description:**

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

#### **What We Offer:**

- Fantastic company culture where opportunities to celebrate one another are encouraged.
- A competitive salary + year-end bonus
- 401K (after 1 year)
- Profit sharing (after 1 year)
- Cash balance defined benefit program (after 1 year)
- Health care (after 60 days)
- Continuing education allowance
- Life insurance policy up to \$50K
- Cell phone stipend

#### **Work/Life Balance:**

- Some Work-from-home opportunities (after training period)
- 10 ½ days paid holiday, 5 sick days, 10 vacation days
- UV events & activities such as our Annual Company Relaxation Day, State Fair Day, Happy Hours, etc.

#### **Professional Development:**

- ADMEI education and paid DMCP certification
- Attend industry events & educational opportunities.
- Training on internal systems including proposal development and costing tools as well as industry leading software solutions.

#### **Application Process:**

*If you are ready to take on this challenging and rewarding role, please submit your resume and a cover letter to [beverly@uvdmc.com](mailto:beverly@uvdmc.com) explaining why you are the perfect fit for our team. We also ask that you complete the PI standard assessment as part of your application. <https://assessment.predictiveindex.com/bo/V6i/OpsMgr>*

*We look forward to finding our next Event Manager Superhero!*

*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.*