



Manager, Exhibit and Sponsorship Operations

*Meetings and Corporate Development Business Unit
Exempt*

Reporting Structure

The Manager, Exhibit and Sponsorship Operations reports to the Senior Director, Meetings and Corporate Development

Qualifications

At least 2 years of meetings and exhibits support required. Past association management experience and proven experience working with healthcare professionals, scientific or medical meetings is a plus.

- Fundamental knowledge of association tradeshow operations
- Ideally has experience with exhibitor and registration software programs; experience with Cadmium is preferred
- Ability to learn to use iMIS efficiently
- Computer proficiency in Microsoft Office Suite
- Excellent customer service, problem-solving and organizational skills with ability to work independently as well as part of a team are expected
- Excellent written, with high attention to detail, and verbal communication skills required
- Bachelor's degree or equivalent work experience preferred

Key Responsibilities

- Prepare sponsorship and exhibition contracts and prospectus for annual meetings.
- Coordinate and maintain booth staff registration and housing.
- Basic accounting including coordinating with Finance and Accounting on accounts receivable. Preparing regular invoices for all outstanding payments and refunds.
- Assist in the development of exhibitor rules/regulations, policies/guidelines, and program specific official forms and documentation for multiple years in various cities across U.S.
- Updating sales tracking document on a regular basis to be shared internally with other departments.
- Collaborate on booth floorplan design, show floor assignments, and develop excellent exhibitor relationships.
- Coordination with Communications and Marketing for all marketing campaigns and strategies for exhibitions.
- Produce exhibit program reporting data to include percent sold, heat maps, etc.
- Creation and collection of post-event exhibitor and sponsor survey
- Cultivate a climate of business trust and partnership to ensure continued and long-term viability of the major meetings by timely response to all emails, phone calls, etc.
- Show Management support with onsite exhibitors and assisting front line registration team; help with training and support temp staff in on-site applicable registration and exhibit program procedures. Work to positively resolve exhibitor and member questions.
- Provide office operations support; aid in planning new or unanticipated events as the need arises. Generate correspondence, and a variety of other documents as needed.
- May participate on internal teams, either through formal assignment, or on an ad hoc basis.

Please submit your resume, cover letter and salary, expectations through one of the following options:

- **Email:** Attach a Word document or copy and paste your cover letter and resume and send to employment@entnet.org.
- **Mail:** AAO-HNSF, 1650 Diagonal Road, VA 22314-2857 Attention: Human Resources
- **Fax:** 1-703-683-5100



- Consistently demonstrate courteous, cooperative, and helpful behavior to all contacts, internal and external.
- Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management, formally or informally, either orally or in writing.

Travel Requirements

Approximately 10% travel will be required. 7-10 days out-of-town travel for Annual Meeting plus site visits to future meeting destinations.

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