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

Updated December 2023
• 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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