



## Computer Science Teachers Association

**Job Title:** Event Manager  
**Job Status:** Full-time  
**Reports to:** Chief Operating Officer  
**Location:** Chicago, IL

### COMPANY PROFILE

The Computer Science Teachers Association (CSTA) is a membership organization that supports and promotes the teaching of computer science, providing opportunities for K–12 teachers and their students to better understand computer science and to more successfully prepare themselves to teach and learn.

### JOB SUMMARY

CSTA's membership consists of over 30,000 members from more than 145 countries and 75 CSTA member chapters across North America. The CSTA Annual Conference is our signature annual event that brings together over 1,000 attendees each year in different cities across the U.S. for professional development and networking opportunities. Additionally, smaller events throughout the year bring together attendees for regional summits, professional convenings, celebratory and networking events, and smaller committee and board meetings. CSTA is looking for an enthusiastic and highly organized Event Manager to make these events successful with end-to-end logistics management and execution of programmatic details.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage RFPs, perform site visits, and assist Executive Director and Chief Operating Officer with site selection of major event venues
- Manage all vendor negotiations, contracts, and relationships throughout each event life cycle (production, venue, audio visual, catering, decor, entertainment, transportation, swag/supplies, etc.)
- Draft and manage all site plans, menus, hotel room blocks and rooming lists, production schedules, volunteer schedules, and runs of show
- Act as primary logistics point-of-contact for all events, including day-of-event management and load in and load out
- Manage event registration process
- Collaborate with Finance and leadership on the development of event budgets and payment of event deposits
- Manage each event budget and reconcile event invoices to verify accuracy

- Collaborate with program managers to ensure alignment with promotion, fundraising, program development, and registration goals and workflows
- Ensure insurance, legal, health, and safety obligations are adhered to
- Prepare post-event stakeholder reports

## **EXPERIENCE & QUALIFICATIONS**

You will be successful in this role if you have:

- 2+ years experience managing a variety of corporate events as an events planner, manager, or organizer. Must provide references and a portfolio of previously managed events (meetings, corporate events, parties, weddings, etc.).
- Exceptional project management, time management, and communication skills, both verbal and written
- Strong negotiation skills and an aptitude for building productive business relationships
- A knack for creative problem-solving using a positive approach
- A customer-service orientation
- Experience in researching event opportunities and experiences to establish and enhance the experience for attendees
- Ability to manage multiple projects independently and simultaneously
- Demonstrated awareness of event production best practices and trends, as well as experience implementing creative digital event features, is an added advantage
- Proficiency in working with technology, including but not limited to Microsoft Office and Google Docs, project management tools, and electronic communications
- A bachelor's degree in PR, marketing, hospitality management or related field is preferred
- Ability and willingness to travel up to 30% time and occasionally work outside normal business hours

The person we hire for this role will be calm and cheerful under pressure, creative but practical, and is obsessively attentive to the smallest details that make the difference between a good event and a great one. We are a small organization with a fast-paced work environment, a fun and flexible team, and casual workplace.

In addition, you:

- Must be a U.S. Citizen or Permanent Resident
- Must pass a pre-employment background check

Excellent benefits package including great employer-paid health benefits, paid vacation and sick time, retirement plan matching contributions, and paid transit benefits! To apply, submit a cover

letter that describes your previously managed event portfolio and a resume to [jobs@csteachers.org](mailto:jobs@csteachers.org).