

Job Description

Job Title: Event Planner (6292U)	Job ID: 21931
Department: Berkeley Law	Location: Main Campus-Berkeley
Full/Part Time: Full-Time	Regular/Temporary: Regular

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Departmental Overview

Berkeley Law is consistently ranked as one of the top law schools in the nation. The law school has produced leaders in law, government, and society, including Chief Justice of the United States Earl Warren, Secretary of State of the United States Dean Rusk, Attorney General of the United States Edwin Meese, United States Secretary of the Treasury and Chairman of the Federal Reserve G. William Miller, and former Solicitor General of the United States Theodore Olson.

At Berkeley Law, we are committed to excellence in education and scholarship, as well as equality of opportunity. We believe we have a responsibility to use our substantial intellectual capital to help solve real-world problems and to create a more just society through clinics, research, and policy engagement. We believe that a Berkeley Law degree is a tool for change, both locally and globally, and that we should be educating the leaders of tomorrow. We maintain an environment that nurtures academic and personal growth, respects a diversity of ideas, and stimulates independent thought and critical reasoning.

POSITION OVERVIEW:

This position involves the development, design, planning and organizing of event activities, both off-and on-site, including managing logistics such as facilities, tickets, audience management activities, concessionaires, caterers, and vendors, travel logistics, and facilitation of communication and services with speakers and facility maintenance staff; or provides technical support of these activities. In addition, this role also has outward facing duties, as s/he may engage with alumni and distinguished guests. The Event Planner must be able to navigate not only the logistical requirements of event planning (and working with event vendors), but must also exhibit finesse and flexibility in working with our alumni (who are also our valued donor base) as well as current faculty, students and staff.

Responsibilities

- Consults with clients (including alumni center staff, Berkeley Law students, faculty and donors) to conceptualize events and discuss all details regarding events and event planning, demonstrating good judgment and discrimination in making decisions and managing events which affect the school as a whole and its specialized communities while staying in accordance with UC policies.
- Develops, designs, and implements a wide range of specialized activities connected with these events including alumni engagement, continuing education, fundraising-oriented, or other public events.
- Plans, organizes, and identifies event locations and vendors; confers with broad based constituencies regarding logistics, guest lists, site selection, vendors, event goals and objectives, etc.
- Prepares and executes detailed event planning timelines and task lists to effectively track progress of the event.
- Provides effective marketing and communications strategies to promote events to targeted audiences. Oversees the design and drafting of website content, emails, physical invitations and other collateral. Develops guest lists and lists of local contacts to publicize events; engages local media as necessary.
- Utilizes expertise in technology (online communications, social media, software applications, etc.) to advance planning and programming needs.
- Administers facilities and space logistics and manages equipment needs.
- Determines and coordinates staffing needs for individual events, reaching out to other staff and volunteers, and leveraging collegial relationships when necessary.
- Develops and maintains comprehensive event budgets and financial reports for funding, which may be complex across multiple funding sources. Oversees

financial processes that may include coordinating recharges to various units, processing financial transactions, and other business services functions as required.

- Contributes to and participates in long-range unit event planning. Works with Law School senior leadership, including the COO and the Event Services Unit Manager, to strategize event programming for the year.
- Mentors and oversees the work of less experienced events staff.
- Ensures smooth-running, effective events, including successfully recognizing and resolving potential and real problems in a timely manner using tact, sensitivity, discretion and political acumen.

Required Qualifications

- Thorough knowledge and understanding of concepts, principles and practices of event planning and public relations, including event design, organization and production.
- Thorough knowledge of the campus, its vision, mission, programs, policies, achievements and infrastructure.
- Skill in effectively meeting budget and time constraints.
- Demonstrated organizational and project management skills to work successfully with clients to produce high quality events that meet client needs and appropriately represent the campus; that is, for fundraising events, skills to provide excellent donor stewardship.
- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Highly developed judgment, decision-making and problem recognition/avoidance/resolution skills, including skill in determining those issues/problems that need to be brought to management's attention.
- Solid working knowledge of the concepts, principles, and best practices of public relations and event planning, production, and implementation.
- Advanced knowledge of key software applications including Microsoft Office Suite, web design software, experience with database applications, and knowledge of common University-specific computer systems.
- Solid verbal and written communication skills, active listening, critical thinking, persuasiveness, advising, and counseling skills.
- Knowledge of marketing and communications strategies to effectively promote events and activities to the targeted audience.
- Solid project management skills. Strong skills in short term planning, analysis and problem-solving, and customer service.
- Advanced expertise counseling less experienced staff and demonstrated skill in supervising and guiding staff to accomplish projects.

Preferred Qualifications

- UC Berkeley Event Planning Program Certificate

Salary & Benefits

Salary: \$47,600 - \$61,200 annual (depends on experience, internal equity, etc.)

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Criminal Background Check

This position has been designated as sensitive and may require a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see: http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf
For the complete University of California nondiscrimination and affirmative action policy see: <http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>