



## CONSUMER SHOW OPERATIONS MANAGER

Successful, growing **Vancouver, WA**-based consumer trade show firm seeks an experienced **Operations Manager** to produce annual consumer expositions in the fishing, hunting and recreational industries. We are a well-established, 40+ year old Company committed to outstanding customer service.

Our employees enjoy a work environment that is team-oriented with a casual yet professional, positive and results-oriented culture. **We offer a competitive compensation package with base salary plus performance bonus opportunities; health care, a 401K retirement savings plan and paid time off are provided.** Our office is located near I- 205 close to restaurants, recreation and shopping. This position reports directly to the Company President/CEO.

Ideal candidates are self-motivated relationship builders who enjoy planning, organizing and managing successful events in the Western US attended by 20,000 – 25,000 consumers each year. Strong communication skills, organizational abilities and a can-do attitude are all important attributes for success. Western US travel to tradeshow is an exciting part of the job for 4-5 weeks (January – March); this is where your planning and facilitation efforts come together to benefit our exhibitors and the attendees of our events!

### **Core Responsibilities include:**

- Develop and execute operational budgets and plans for annual sports expositions (four events annually)
- Select and manage external contractors including decorators, security, box office, audio visual and production services.
- Event logistics and show management
- Support other projects and business initiatives as requested

### **Knowledge/Skills/Abilities:**

- 5+ years event management experience
- Supplier contract negotiations; build and maintain solid business relationships
- Event budgeting and accounting skills
- Outgoing with exceptional communication skills
- Self-motivated, energetic and driven
- Strong organizational abilities
- Flexible with an optimistic, calm, “can-do” approach to problem solving
- Demonstrated ability to lead a team of service providers and event employees
- Past use of Excel, Computer Aided Drafting (CAD) and project management software

For consideration, please forward a resume, cover letter and compensation history via email to our recruiter at: [OPMGR@TJandassociates.com](mailto:OPMGR@TJandassociates.com)

**We are proud to be an Equal Opportunity Employer.**