



Chicago's Premier Team Building & Entertainment Company  
2367 West Logan Blvd. • Chicago • 60647  
Phone (773) 486-7300 • Fax (773) 486-7865



## Corporate Event Operations Manager

### **Job Title:**

Full Time Corporate Event Operations Manager

### **Job Description:**

Windy City Fieldhouse is looking to hire an experienced, enthusiastic, customer focused and passionate corporate operations manager to join our events management team. This person will be capable of assisting in the management of multiple, concurrent events from the initial planning stages through execution. This person will manage a significant number of Corporate Events during the year so they must enjoy interacting with clients, managing staff and “owning” the events they work. The successful candidate will possess strong leadership skills and strategic thinking coupled with high quality standards and superior service. The candidate will have the ability to develop cooperative and strong relationships with diversified clientele and will assist in managing many different event types that range from Summer Picnics to Amazing Race Scavenger Hunts and other Team Building events. Exceptional attention to detail is a must for this job.

### **Responsibilities:**

- Managing many Corporate Events throughout the year
- “Owning” the delivery of several different event segments from the point the event is sold to final execution
- Reviewing contracts, agreements and all paper work related to the execution of an event
- Work within a team to ensure company policies and procedures are being followed appropriately to ensure delivery of an exceptional event every time
- Creating new event ideas and programs

### **Requirements:**

- Minimum 4-6 years business experience ideally (but not required) in producing high quality corporate meetings and events
- Highly proficient with MS Office programs
- Consistent professional approach, with willingness to take ownership and responsibility both within and outside one's job domain
- High energy level and very positive attitude
- Ability to present ideas, expectations, and information in a concise, well organized manner
- Excellent negotiating skills
- Strong written and verbal communication skills
- Superior interpersonal skills
- Strong organizational skills
- Excellent problem-solving and decision-making skills



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- Team oriented
- Professional work ethic
- Excellent time management skills
- B.S. from accredited institution or equivalent in related discipline

### **Additional:**

- Hours: 50-55 per week including nights and weekends
- Location: Chicago, IL

Please send cover letter and resume to [jobinfo@windycityfieldhouse.com](mailto:jobinfo@windycityfieldhouse.com)