



PMI NASHVILLE CHAPTER

Started in 1996, the chapter is located in Nashville, TN, and is comprised of over 1,400 members. Its mission is to advance project management in the Nashville area, helping members grow professionally with a variety of offerings.

Job Title: Director of Event Planning

Date: June 2017

Job Description: Elected volunteer responsible for preparing, maintaining, recording, circulating all records, correspondence, minutes of meetings, and related affairs of the Chapter.

Director of Event Planning Responsibilities:

- Plays a key role in executing logistics of: PMI-hosted special events
- Coordinates internal requests for special meeting and event space and layouts. Determines suitability of space-requested for activities. Acquires appropriate conference rooms and other facilities.
- Maintains schedules and records of event and meeting activities including space used, vendors, menus, budgets, contract, floor plans, entertainment and programs.
- Requisitions needed equipment such as audio/visual and chairs; organizes required catering services and room
- Other duties as assigned by the VP of Programs.

General Director Responsibilities:

- Comply with all Chapter Bylaws.
- Participate in Chapter events, including luncheons, Community of Practice meetings, the Symposium, and networking events whenever possible.
- Strive to achieve the Chapter vision, mission, and objectives as detailed by the BOD, PMI Global, and the Chapter's strategic plan.

Skills/Qualifications:

- Must be detail-oriented and able to communicate effectively both verbally and in writing
- Must be comfortable in a public environment and communicating with a diverse population of customers, students, and staff in a variety of areas.
- Demonstrate confidence in making appropriate decisions in difficult situations.
- Must be able to facilitate meetings, trainings, and orientations in a professional manner
- Time management skills.
- English proficiency.

Requirements:

- Must be a member in good standing of the Nashville Chapter and have been for the past year.

E-mail address:

N/A

External URL:

www.pminashville.org