

Director of Shows and Events  
Home Builders Association of Northern Kentucky  
2751 Circleport Dr.  
Erlanger, KY 41018  
859.331.9500

Apply to [bmiller@hbanky.com](mailto:bmiller@hbanky.com)

Start Date August 2<sup>nd</sup>, 2010

The Home Builders Association of Northern Kentucky is seeking applications for a Director of Shows and Events. This is a full-time position in one of Greater Cincinnati's most revered organizations. The chosen applicant must have a proven track record of successful experience in event management. This person would manage the day to day production of consumer and trade shows for the association. They would liaison committees involved with the particular events, aid in the promotion, finances and publicity of the events, and maintain the image of said shows in the eyes of the public and members of the association alike. Sales experience a bonus as this person would additionally be responsible for selling space to exhibitors and coordinating service to sponsors with the sales staff of the association.

Applicants must:

- Have 5+ years of experience in event production
- Create annual budgets and maintain projects forecasts
- Create strategic goals for shows and events
- Embody excellent interpersonal skills
- Aggressive use of technology a must, including but not limited to office software, databases, web content interfaces, some basic html, social media, etc.
- Create cross promotional plans to network shows and events in the community and within the association
- Create, design, coordinate and implement new projects successfully