



EVENTS DC

**Senior Director, Scheduling & Protocol
Washington, DC**

Events DC is seeking a reliable professional with exceptional organizational and communications skills for the role of Senior Director, Scheduling & Protocol.

THE ORGANIZATION

Events DC – an independent authority of the District of Columbia government – evolved out of the merger of the Washington Convention Center Authority and the DC Sports and Entertainment Commission. Today, Events DC is the premier host of conventions, sports, entertainment, and cultural events in the nation’s capital. Events DC has three primary lines of business:

Conventions and Meetings – which operates the Convention Center and Carnegie Library and is responsible for attracting and hosting conventions, meetings, trade shows and other events.

Sports and Entertainment – which operates the RFK Stadium campus, the DC Armory, the Entertainment and Sports Arena, Gateway DC and the R.I.S.E. Demonstration Center and is responsible for attracting and hosting a variety of sporting and entertainment events.

Creative Services – responsible for creating new events and programming, both as live and digital content, including through GATHER by Events DC, a virtual platform featuring a high-end production studio, a “virtual” venue and an on-demand repository for highlighting and showcasing content related to food, sports, music, entertainment & culture, and community.

In addition to the venues described above, Events DC also built and now serves as landlord for Nationals Park. Additionally, Events DC owns and/or operates other venues on the St. Elizabeths Campus, including the Entertainment and Sports Arena, which is the home of Monumental Sports & Entertainment’s WNBA Washington Mystics, the NBA G League Capital City Go-Go, and the practice facility for the NBA Washington Wizards.

POSITION SUMMARY

The Senior Director, Scheduling and Protocol is responsible for managing the calendar and logistics for the President & CEO of Events DC. The Senior Director serves as the primary point of contact for internal and external stakeholders requesting meetings or events with the President & CEO. In addition, the Senior Director will provide a high level of executive assistance to the Office of President & CEO by prioritizing, assessing, and adjusting workloads to ensure smooth office operations. The Senior Director will coordinate and evaluate inquiries, projects, and initiatives to ensure productivity and responsiveness to the President & CEO, Board, Executive Committee, staff and stakeholders. The incumbent will report to the Chief of Staff and have the Special Assistant as a direct report. The annual salary for this position has an upper limit of \$175,000. The final offer will be commensurate with experience.

DUTIES AND RESPONSIBILITIES

The following is a detailed but not exhaustive list of duties and responsibilities of the Senior Director, Scheduling & Protocol:

- Manage the President & CEO's calendar, prioritizing requests and ensuring an appropriate balance of meetings, events, and daily business operations.
- Conduct/oversee the advance process for all travel, meetings, and events involving the President & CEO, including site visits, public appearances, conferences, etc. to ensure all logistical arrangements are in place, including security sweeps, venue layouts, transportation, catering, technology/AV, etc.
- Coordinate with facilities, security, transportation, and other support teams.
- Serve as liaison to senior leadership team and Board of Directors to coordinate scheduling of meetings, presentations, and other engagements with the President & CEO.
- Identify appropriate meeting participants and work with appropriate departments/divisions to prepare and/or manage the preparation of reports, briefings, presentations, and responses on institutional and strategic issues, as necessary.
- Develop and implement the Standard Operating Procedures for the President & CEO's schedule, calendar, and meetings.
- Review, categorize and prioritize the President & CEO's correspondence.
- Develop and implement Standard Operating Procedures for staff support and event meetings and media preparation documents for President & CEO.
- Oversee and arrange President & CEO's travel packets, itineraries, and logistics in conjunction with Chief of Staff and Executive Team as needed.

- Prepare and arrange logistics for virtual and off-site meetings.
- Maintain positive relationships with internal/external stakeholders and ensure all parties are well-informed of President & CEO's schedule and commitments.
- Screen and prioritize scheduling/meeting requests. Provide briefings and background materials as needed.
- Serve as the Authority's resource on developing and maintaining protocols, including social and event etiquette for all aspects of events.
- Assist in carrying out the Authority's mission, essentially pertaining to the planning, organization, management, coordination and supervision of protocol services.
- Research emerging technologies and apply them to program functions to improve capacity and efficiency in scheduling.
- Advise on matters related to diplomatic protocol and etiquette.
- Plan and execute the President & CEO's participation in official events both locally and internationally.
- Arrange detailed itineraries for the President & CEO and guests.
- Receive and escort special guests as needed.
- Accompany the President & CEO on official visits abroad and to events and ceremonies as needed.
- Prepare briefs and recommendations to the Chief of Staff on the status of protocol services concerning the President & CEO and special guests.
- Formulate and propose policies, procedures and guidelines for protocol practice and norms in the Authority, reflecting developments in the field of protocol and diplomacy.
- Continuously identify areas for improvement and make recommendations to the management team.
- Supervise Special Assistant, staff, and interns supporting the scheduling/advance function.
- Maintain detailed calendar management system and confidential filing system.

QUALIFICATIONS

The qualified applicant will have a bachelor's degree and at least 7 years of related experience supporting C-Suite executives. Experience in an executive support role within a corporate environment is preferred. An equivalent combination of related experience, training, and or education may be considered.

The successful candidate will also possess the following experience, skills, and abilities:

- Proficiency in MS Office Suite and calendar management systems
- Strong organizational and time management skills
- Strong interpersonal communication skills to build and foster a collaborative and cooperative working environment and to maintain good working relationships with all organizational levels and outside constituencies
- Strong political acumen and skill in judgment, decision-making and problem recognition, avoidance and resolution
- Strong knowledge of management principles, policies, concepts and best practices
- Ability to select, train, mentor, evaluate and, as required, take disciplinary action with subordinate staff
- Ability to manage multiple tasks and priorities simultaneously
- Attention to detail and problem-solving abilities
- Knowledge of scheduling and event planning best practices
- Understanding of protocol and etiquette standards
- Knowledge of organizational structure and leadership roles
- Ability to coordinate complex schedules and resolve conflicts
- Ability to establish and maintain effective working relationships with public officials, field professionals, coworkers and customers
- Ability to oversee other scheduling and administrative staff
- Ability to work independently and collaborate with other Division staff to achieve common goals
- Ability to work under pressure and meet deadlines
- Ability to think strategically and prioritize competing demands
- Ability to maintain discretion and confidentiality as needed

TO APPLY

Events DC is partnering with PoliHire to identify their Senior Director, Scheduling & Protocol. If you are interested in this opportunity, please [click here](#) to submit a cover letter and resume. Please only include your name (Last, First) in the subject line when submitting these materials.