

## Operations Career path

**LVL1**

### Ops Coordinator/Exec

Responsible for one small show or a section of a larger show from conception to completion.

Aid in the management of show floorplans and support the Ops. team in all that they do, including arranging travel and accommodation.

Manage the administration of speaker logistics and requirements to ensure their attendance runs smoothly.

**LVL2**

### Senior Ops Coordinator/Exec

Operations responsibility for a medium sized show or a number of small shows. You will have some budget responsibility and take on a share of contractor negotiations.

You will manage the show floorplans and take full responsibility for the production and communication of technical information to exhibitors. Organise exhibitors and sponsors logistics, bringing method and process to all that you do.

**LVL3**

### Ops. Manager/ Snr Ops. Manager

Manage the operational delivery of a number of events from conception to completion. Work closely with Portfolio Directors and team members to set and manage potential risks and opportunities. Demonstrate effective communication of ideas and processes, with the ability to identify and assist management with improvement and implementation of best practice.

**LVL4**

### Operations Director

Responsible for the whole operations department with a number of operation managers reporting in.

Responsible for all contractors and hall negotiations. Responsibility for the bottom line, performance delivery and people development.

#### Key traits for Operations:

Methodical, **Calm Under Pressure**, Adaptable, **Strong Organisational Skills**, Good Communicator, **Project Management**, Forward Planner, **Attention to Detail**, Budget Management, **Willing to Work Weekends**, Problem Solver, **Deadline Driven**