



EVENT HOUSING MANAGER

The primary goals of this position are to assist in managing and executing a variety of WSIA events, including the Underwriting Summit, Annual Marketplace, Committee Day, Insurtech and U40 Connect, and education programs. This role mainly involves comprehensive planning, coordination, and implementation of event housing logistics, ensuring all aspects run smoothly and efficiently.

The specific responsibilities and requirements include the following:

Event Management

- Successfully manage all hotel block/subblock aspects for Annual Marketplace.
- Plan and oversee hotel room reservation processes, including handling policies, changes, and special requests from attendees.
- Research, plan, and implement processes for event badge preparation and pickup. Assist with onsite registration.
- Manage hotel blocks for revenue based on estimated registration and growth, mitigating financial risks. Assist in researching and contracting overflow hotels as necessary.
- Plan and manage other aspects of Annual Marketplace, Underwriting Summit, Committee Day, Insurtech, and U40 Connect, as assigned.
- Site research, contract execution and housing management for approximately four education programs.
- Provide support to the Assistant Director of Events and Director of Events as required.

Housing Management

- Manage housing processes for Annual Marketplace, Underwriting Summit, Committee Day, Insurtech, U40 Connect, and education programs.
- Deliver superior membership services throughout the reservation process, accurately processing housing and assisting members with changes and special requests.
- Process and maintain priority housing for Annual Marketplace and Underwriting Summit, including WSIA Board of Directors, Past Presidents, vendors and the WSIA team.
- Manage and process all block/subblock agreements, pre-registrations, room and suite reservations, and meeting space request forms for the Annual Marketplace.
- Oversee summaries of all suites and meeting spaces.

Badge and Onsite Management

- Oversee the preparation of event badges, including ordering supplies, printing and compiling badge packets.
- Set up badge pickup and manage temporary employees onsite at WSIA events.
- Troubleshoot and resolve any onsite registration, badge pickup or housing issues seamlessly.

Reporting and Analysis

- Manage, analyze and report on sleeping room history, future blocks, forecasts and inventory.
- Assess contractual commitments and financial liability for the Association, assisting in hotel contracting to mitigate financial risks.
- Complete post-event tasks, including providing feedback to the Director of Events, reconciling VIP housing master accounts and updating room block utilization analysis and reports.

General Support

- Assist in preparing and updating event websites, forms, and timelines.
- Build, monitor, and manage various aspects of meetings, including member meeting management, VIP events, General Session planning and the Summer Board Meeting.
- Manage correspondence between the Events Committee and Events team, providing support and assisting in the preparation of Committee reports and summaries for the WSIA Board of Directors.

Travel Requirements

- Travel 4-5 times annually to the WSIA office in Kansas City, MO for team meetings and event preparation.
- Attend 4-6 WSIA events annually to assist with on-site execution.
- Travel as needed for miscellaneous events, site visits, and industry conferences.

Education and/or Experience

- Bachelor's degree (B.A.) from a four-year college or university; and four years of related experience, or an equivalent combination of education and work experience.

Other Skills and Abilities

- Delivers superior support to WSIA staff and customer service to WSIA membership.
- Proficient with Microsoft Office Windows and Microsoft Office (Word, Outlook, Excel, and PowerPoint).
- Ability to lift 25 pounds when packing/moving materials associated with WSIA activities.
- Detailed oriented, organized, self-motivated, effective communicator and team player.
- Ability to multi-task, troubleshoot issues and initiate projects to improve processes.

COMPANY DESCRIPTION

The Wholesale & Specialty Insurance Association (WSIA) is a world-class member service organization representing the entirety of the wholesale, specialty and surplus lines industry. The Wholesale &

Specialty Insurance Association was formed in 2017 through the merger of the American Association of Managing General Agents (AAMGA) and the National Association of Professional Surplus Lines Offices (NAPSLO).

WSIA members strive to build profitable business relationships in the wholesale, specialty and surplus lines insurance industry. WSIA is dedicated to developing and strengthening the industry and provides members unparalleled:

- Networking
- Education
- Talent recruitment and development initiatives
- Regulatory and legislative advocacy
- Promotion of wholesale value

WSIA's membership consists of approximately 700 member firms, including U.S. Wholesale, U.S. Insurance Market, Associate and Service members, representing tens of thousands of individual brokers, insurance company professionals, underwriters and other insurance professionals worldwide conducting business in the U.S. surplus lines market.

WSIA members of all shapes and sizes gain a competitive advantage in the marketplace through active participation in the only association dedicated specifically to the wholesale, specialty and surplus lines insurance industry.

WSIA is an equal employment opportunity employer. We are committed to providing equal employment opportunities to all qualified individuals without regard to the following legally protected characteristics: race, color, religion, sex, pregnancy, national origin, age, physical or mental disability, marital status, sexual orientation, sexual identity, caregiver status, military/veteran status, or any other characteristic protected by local, state or federal law. All employment decisions at WSIA are based solely on the applicant's relevant experience, skills and qualifications.

HOW TO APPLY

Email a resume and cover letter to Debbie Hill, Director of Events, debbie@wsia.org.