

**American Association of Pharmaceutical Scientists
Exhibit Operations Manager - Job Description**

Position Summary

The American Association of Pharmaceutical Scientists (AAPS) in Arlington, VA, is recruiting for an Exhibit Operations Manager. The Exhibit Operations Manager is responsible for the development, execution and fulfillment of all exhibit operations and logistics for AAPS meetings. The position requires cross-department collaboration and team work. **The Exhibit Operations Manager directly influences the exhibitor experience and is a main point of contact with exhibitors, sponsors, attendees and vendors.**

Essential Duties and Responsibilities

Operations

- Manage the exhibit hall operations for PharmSci360 and other meetings scheduled through year;
- Serve as exhibits liaison to convention or hotel facility staff, suppliers, security, exhibitors and members during exhibition;
- Primary communicator of logistics questions/needs with exhibiting partners including move-in/move-out and show management rules and regulations for the event;
- Collaborate with Business Development (BD) around floor plan development. Work with General Services Contractor (GSC) to create/update floor plan and execute setup of floor, including specialty areas;
- Develop, execute and fulfill all structures related to PharmSci 360 (including, but not limited to: Registration, AAPS Live, Sales Office, Learning Lounges, etc.);
- Support budget preparation for each exhibition. Develop production schedule that includes timeline, benchmarks, and resources;
- Assist GSC in the development and distribution of the Exhibitor Service Manual;
- Monitor and enforce exhibit rules and regulations. Ensure safety and security measures adhered;
- Oversee contract fulfillment and manage vendor relationships, including but not limited to GSC, shipping and freight, utilities, security, and others as assigned;
- Manage and communicate staff shipment information with GSC; and
- Support review of final invoices including budget comparisons, variances and YTD information.

Marketing / Sales

- Initiate ongoing communication around attendee and exhibitor experiential needs;
- Identify sales opportunities with prospects/partners and direct to BD department;
- Execute sold marketing and sponsorship deliverables; and
- Ensure accuracy of printed final program and online meeting website as it relates to exhibitor and sponsor recognition.

Qualifications

- Proven ability to work successfully in a team environment.
- Excellent communication and interpersonal and customer service skills.
- Ability to work with a wide variety of individuals during in both calm and hectic environments.
- Excellent written communication skills.
- Proven time management skills and ability to prioritize.

- Proven leadership skills.

Education and/or Experience

- Bachelor's degree or equivalent experience.
- 3-5 years' experience with exhibit operations and support.
- 1-3 years' experience in customer service role.
- CEM helpful but not required.
- Experience with databases.

Physical Demands

Majority of work is performed on a personal computer sitting at a desk for long periods of time throughout the day. May be expected to lift boxes up to 20 pounds. Travel to PharmSci360 and additional AAPS meetings as required. Evening and weekend work required, particularly during the height of PharmSci360. Standing for long periods of time and walking at meetings is required. Ability to remain professional in stressful and crisis situations is critical.

Work Environment

Work is performed in a fast-paced, high volume, detail oriented environment. The work environment is a moderately open one, with a combination of cubicles and offices. The noise level will vary from quiet to loud. Travel is required.

Interested candidates should submit resume, cover letter and salary requirements to hr@aaps.org. Please include "Exhibit Operations Manager" in the subject line.