

Event Manager (6292U), Lawrence Hall of Science -
81734
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=263836>

Downloaded On: Oct. 13, 2025 5:19pm

Posted Oct. 13, 2025, set to expire Jun. 30, 2026

Job Title	Event Manager (6292U), Lawrence Hall of Science - 81734
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Oct. 13, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6637079

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

Departmental Overview

The Lawrence Hall of Science is UC Berkeley's public science center. Our mission is to inspire and engage through science discovery and learning in ways that advance equity and opportunity. We do this by working with audiences that include learners, who experience our programs and products; educators, who work both in and out of school settings; and partners, who conduct research, build capacity for learning, and transform education systems. Research underlies everything we do, and we design all of our programs and products to have high impact beyond the walls of The Lawrence.

Since we were founded in 1968, The Lawrence has been at the forefront of science, technology, engineering, and math (STEM) learning. The Lawrence is unique among science centers as it is a Learning Lab. We design, develop and study a wide array of science, technology, engineering and mathematics learning programs and products for youth, families and adults from diverse backgrounds in our specialized facilities and through our community partnerships. Our spaces and partnerships offer unique opportunities for public engagement and learning, curriculum and instructional materials design, professional learning, and research on learning, instruction, and pathways towards STEM careers. We disseminate and scale-up our effective and innovative learning programs and materials in ways that broaden participation in STEM and have local, national, and global impact.

Position Summary

This position collaborates with the marketing team to promote and develop a successful revenue-generating event rental program. Key responsibilities include coordinating and managing rental events, overseeing the event calendar, and ensuring adequate staff coverage. Strong marketing, planning, and organization skills are essential. Additionally, the role provides supervision and guidance to the Assistant Events incumbent and reports to the Head of Facilities and Security.

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Application Review Date

The First Review Date for this job is: 10/22/2025.

Responsibilities

- Consults with clients on all details regarding rental events and event planning.
- Manage telephone, internet, and rental prospect drop-in inquiries regarding facility rentals, responding accurately, knowledgeably, and courteously to all inquiries.
- Personally, show and effectively sell facility rental options to prospective renters.
- Provide timely, professional communication updates with clients through the rental process as needed.
- Plans and manages medium to moderately complex events, and acts as a liaison with campus to help coordinate proper approvals, permits and permissions.
- Manage events budgets.
- Ensures smooth-running, effective events, including successfully recognizing and resolving potential and real problems in a timely manner using tact, sensitivity, discretion and political acumen.
- Assists in coordinating the Lawrence staff and museum events.
- Determines and coordinates staffing needs.
- Supervises BMW Lead.
- Contributes to and participates in long-range unit event planning.
- Professional Development and other duties as assigned.

Required Qualifications

- Thorough knowledge and understanding of concepts, principles and practices of event planning and public relations, including event design, organization and production.
- Thorough knowledge of and/or can quickly learn the campus, its vision, mission, programs, policies, achievements and infrastructure.
- Knowledge of and/or can quickly learn University policies and procedures relating to the use of University facilities, event management and presentation.
- Demonstrates good judgment in making decisions and managing events.
- Skill in effectively meeting budget and time constraints.
- Demonstrated organizational and project management skills to work successfully with clients to produce high quality events that meet client needs and appropriately represent the campus for fundraising events. Skills to provide excellent donor stewardship.

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- Highly developed interpersonal communication skills including political acumen and social perceptiveness.
- Excellent verbal and written communication skills to effectively communicate with a variety of populations with competing priorities.
- Highly developed judgment, decision-making and problem recognition/avoidance/resolution skills, including skill in determining those issues/problems that need to be brought to management's attention.
- Proven ability to work on several tasks simultaneously.
- Skill at responding effectively to priorities and setting deadlines.
- Ability to effectively work with invited guests, donors, government officials and university VIPs.
- Knowledge of crowd management, crowd safety protocols, security and emergency procedures related to small, medium and large-scale gatherings.
- Ability to give clear directives and use independent, rational judgment to make optimal decisions.
- Knowledge and skill to set and monitor work standards and protocols.
- Bachelor's degree in related area and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$74,700.00 - \$103,800.00.

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- This is an exempt monthly-paid position.

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How to Apply

- To apply, please submit your resume and cover letter.

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- This is not a visa opportunity.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

SB 791 and AB 810 Misconduct Disclosure Requirement: As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving

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notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

The University of California is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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