

Job title: Event Manager
Salary: £30,000 - £33,000 depending on experience
Location: Central London
Reports To: Director, Events – Europe, Caspian and Sub-Saharan Africa

Summary: This position is responsible for managing the preparation and administration of International events, such as Conferences and Applied Technology Workshops (ATWs).

Key Duties and Responsibilities:

1. Under the direction of the Director, Events –Europe, Caspian and Sub-Saharan Africa, work on the planning and coordinating of conferences/exhibitions and workshops, such as liaison with contractors, hotels, exhibition centres, committees, authors, speakers and exhibitors.
2. Interface with various committees (senior executive committees as well as working programme committees) by communicating and attending committee meetings.
3. Responsibilities for conference and workshop activities such as:
 - Site inspection when / if required
 - Prepare agenda/minutes of committee meetings
 - Preparation of production schedule and staging guide
 - Creating and managing budgets, forecasting and final reconciliation of financial outcome
 - Publicity, marketing and print production working in close association with the Marketing Manager. Collateral will include but is not limited to the website, conference preview, conference programme and workshop registration brochure.
 - Sponsorship: support of Sales Manager and sponsorship package fulfilment
 - Conference/Workshop onsite logistical arrangements and audio/visual requirements
 - General communication with committees, speakers, key management, exhibitors and sponsors
 - Management of associated social functions and / or visits
 - Management of workload of supporting Event Coordinator and Administrator, as appropriate
4. Responsibilities for exhibition activities such as:
 - Support of Sales Manager: exhibition sales and production of exhibit sales prospectus
 - Principal liaison with exhibitors, official contractors, exhibitor-appointed contractors for the assigned exhibition post sale
 - Space assignments and master floor plan maintenance
 - Handling of exhibitors inquiries related to booth specifications and special arrangements
 - Move-in/move-out schedule
 - Preparation of exhibitor services manual
 - On-site management
5. Maintain competency with in-house computer applications such as the membership database, paper management system and other software programmes that are applicable to event registration and administration.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Degree holder or equivalent with sufficient related work experience or equivalent combination of education and experience.

Possess public relations and people skills as well as strong organisational, communication, analytical and mathematical skills. The individual must be able to work harmoniously and independently on a wide range of projects with members/committees, fellow staff, event partners and hospitality industry suppliers.

COMMUNICATION SKILLS:

An excellent command of oral and written English is essential. Ability to speak, read and write another European language is an advantage, but not essential. Must have the confidence to present information in one-on-one and small group situations to members, customers, clients, and other employees of the organisation in a clear and concise manner.

OTHER SKILLS and ABILITIES:

- Must be computer literate in MS Word, MS Excel, MS PowerPoint
- Ability to work on multiple projects simultaneously and meet constant deadlines
- Ability to work without heavy supervision
- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardisation exists
- Ability to travel overseas for committee meetings and on-site management of meetings
- Detailed and project oriented
- Self-motivated

REPORTING PROCEDURES: The employee will report directly to the Director, Events –Europe, Caspian and Sub-Saharan Africa for vacation, sick leave and other authorised absences from the office. Salary review will be conducted by the Director, Events –Europe, Caspian and Sub-Saharan Africa and approved by the COO and CEO.