

# **JD For Manager – Program (Events)**

**Department/Faculty/School: MIT World Peace Dome**

**Reports to: (Title) – Director**

**Location: Loni Kalbhor, Pune**

## **Roles & Responsibilities:**

1. Prepare & manage event calendar, budget, it's tracking & monitoring, analysis and MIS for performance management of the function
2. Liaise with internal and external stakeholders to find out their exact event requirements. Prepare detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing and budgets)
3. Research venues, suppliers and contractors, then negotiate prices and hire manage and coordinate suppliers and all event logistics (for example, venue, travel), liaise with sales and marketing teams to publicize and promote the event, manage all pre-event planning, organising guest speakers and delegate packs
4. Coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget, manage a team of staff, giving full briefings organise facilities like first aid, hospitality, the media etc
5. Prepare post-event evaluation for suggestions, corrective actions & lessons learnt. Develop MIS and key performance matrix.

## **Desired Candidate Profile:**

- An outstanding professional with 4 to 6-year experience in event management
- Graduate/post-graduate in event management/public relations/media & marketing and event event management.
- Skilled in project management & knowledge of marketing techniques for event management
- Computer savvy; proficient in MS Office
- Outstanding communication, negotiation ability. Excellent organizational skills
- A knack for problem-solving & Customer-service orientation
- A team player with leadership skills,
- Excellent oral and written communication skills, including the ability to create persuasive presentations and written reports

## **Cultural/personality traits:**

- Planning, Organizing & execution
- Problem Solving
- Service Orientation
- Team Player & strong interpersonal ability
- Perseverance
- Result Orientation
- Communication
- Decision making ability
- Strong performance orientation