

United States Jobs Expertini®

Event and Conference Manager

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Company: Planet Interactive

Location: United States

Category: business-and-financial-operations

JOB DESCRIPTION Start Date: 05/20/2024 Pay Rate: up to \$48/hour (DOE) Duration: 7 months with possible extension Location: Springfield, Massachusetts / Hybrid position, must be able to go onsite to office for events/meetings Our Fortune 500 Financial Services client has a HOT need for an Event Consultant with 7 years' experience in meeting/event/conference planning. MUST be local to Springfield to join the Events & Conference Management team for a 6 month HYBRID contract role starting in May 2024! Event Consultant Responsibilities Include: Management of programs/meetings/events, which would include consulting with our business partners on their meeting requirements, leading project planning, managing the meeting budget, sourcing event venues, contract management, attend travel in conjunction with travel management vendor, registration website and mobile app development, food and beverage management, etc. Development of program specs and communications with vendors to clearly communicate execution needs of the event Schedule and lead planning meetings with stakeholders Clear follow up communications with event stakeholders ensuring awareness of project deadlines On-site execution of the event which would include leading pre-con meetings, vendor load in and set up, on-site registration management, staffing management, etc. Attendance of regular team collaboration with ECM Director, event stakeholders, vendors, and other ECM support team members Ordering of on-site event supplies as needed, including but not limited to, office supplies, name badges, and signage Project management of event registration websites and mobile app builds Proof registration websites and mobile apps to ensure details are correct before launches Have a team mentality, effectively collaborating with fellow team members areas

across the enterprise. Demonstrate agility and flexibility to work on new areas or special projects as needed. Event and Conference Manager Qualifications Bachelors Degree Required Strong budgeting acumen Strong communication skills Experience supporting with executive leadership Organized and able to plan appropriate project timelines, work backward from deadlines, identify milestones and owners, and execute against a plan Advanced experience with AirTable and CVENT Event agency experience a plus Willing and able to travel to various meetings and events throughout the year in various US locations (approximately 15-20 meetings and events)

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