

JOB POSTING TEMPLATE

Date: August 2023 **Function:** Marketing

Job title: Intermediate Specialist, Event **Manager title:** Senior Manager, Event

Job purpose

The Event Coordinator will play a key role in supporting our events and marketing programs. The role will also support the marketing team by aiding with events management, execution, communication and design. The Event Coordinator reports to the Senior Manager, Event.

Major accountabilities

Assist in ensuring proactive planning, communication and scheduling of a wide variety of events.	20%
Assist in managing set-up, tear-down and follow up process for all events practice and rehearsals.	25%
Collaborate with Marketing Team to plan, develop and execute all activities/ tasks necessary to ensure successful events.	30%
Participate in planning committee meetings including distributing agenda and taking minutes.	10%
Processing admin tasks, system process, documents to support for events.	5%
Follow up the set-up process of production onsite to ensure the standard and report to the line manager	10%

Specialized knowledge

- Attention to details of concepts, flow and production
- Organization skills to manage multiple tasks, able to follow team's prioritizing in a changing environment to meet deadlines.
- Proactively coordinate with team in identifying the guest experiences to ensure "WOW" elements in every single event.
- Creative thinking - dare to break the border to create impressive experience.
- Have a foundation knowledge of material and production.

Problem solving

- Understand the level of impacts when it comes to problems, apply 5W1H method in approaching to all scenarios and know how to escalate to appropriate person for solutions if needed.

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Education and experience

- University degree with 0-4 years of working experience or an equivalent combination of education and experience.
- University degree or Diploma in event management, marketing, hospitality is a plus.
- At least 1 year experience as event coordinator.
- Experienced to collaborate with art gallery, studios, event spaces.

Communication scope

- Good communication in both written and verbal language.
- Communicate effectively and professionally with different vendors or suppliers.