

## **Event's Organiser (18 month Contract)**

**Reporting to: Head of Events**

**Location: Hybrid (London office and home based)**

Responsible for planning and delivery of IOM3 events and competitions activity

### **Main Duties:**

- Organisation and delivery of a programme of webinars, virtual events, face to face events and competitions
- Develop and maintain close partnerships with Conference Organising Committees through regular contact and attendance at organising committee meetings to provide feedback, advice and support
- Creating event promotional material (in association with IOM3 Design Team)
- Creation and maintenance of conference webpages and booking systems on IOM3 website and Preside event management system
- Promotion of events and activity via digital communication and social media
- Working with the communications team develop and deliver communication plans for events and competitions
- Sourcing and coordination of venue hire, catering, accommodation, exhibition services and AV
- Organising and management online abstract submission, full papers and presentations
- Collating and producing conference proceedings publications in print and electronic form
- Publishing conference presentations online
- Registration and delegate organisation
- Budget management and invoice administration
- Hosting virtual event rehearsals and live streaming on Zoom (and other platforms), editing recorded content and publishing on our Vimeo channel
- Attendance at face-to-face events to manage operations, report on social media and represent IOM3

This position will be hybrid based with at least 2 days per week office based in London (usually Wednesday and Thursday). On occasions, travel, nights away from home and work outside of contracted hours will be required.

### **Skills**

- Proven experience in virtual and face-to-face events organisation, ideally with understanding of technical/scientific events planning (organising committees, call for papers, peer review etc) and exhibition floor plans and services
- Self-driven and motivated with the ability to work independently as required
- Ability to work collaboratively with strong teamwork skills
- Exceptional organisational, planning and problem-solving skills, with meticulous attention to detail
- Prioritisation and time management skills with the ability to work on multiple projects and to tight deadlines
- Client facing character - warm and friendly personality and genuine passion for putting people first

- Effective communication skills, having the ability to influence people at all levels and build successful working relationships with internal and external customers, suppliers and third parties
- Strong written and oral communication skills
- Understanding and experience of communication through social media
- Proven ability to confidently use service-based software packages and digital events technology (event management, survey, delegate engagement apps, virtual meeting platforms). Working knowledge of the following platforms an advantage: Zoom, Adobe Premier Pro, Canva, Oxford Abstracts, Surveymonkey, RD Mobile
- A creative thinker
- Thrive under pressure, love new challenges and be resilient to setbacks
- Proactive with proven ability to use initiative
- IT application literate (.docx, .xlsx, .pptx, to high level)
- AV savvy - excellent understanding of audio-visual technology for events