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## MIT Job Description

<b>Job Title: Assistant Director</b>	<b>Position Title: Assistant Director, MIT Regional Entrepreneurship Acceleration Program (MIT REAP), MIT Sloan Global Programs (MIT GP)</b>
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### **Position Overview:**

The Assistant Director for MIT Regional Entrepreneurship Acceleration Program (MIT REAP) collaborates with program coordinators, managers, directors and other staff, faculty, participants and vendors in the operations, delivery, and executive of this global initiative across 45 regions. The Assistant Director will work closely with the Director to organize at least four workshops per year with additional activities. The Assistant Director is responsible for planning, organizing and prioritizing the operations of all MIT REAP deliveries and management of participants. The Assistant Director is highly motivated and demonstrates exceptional communication, financial and customer relationship and management skills to execute on world class innovation and entrepreneurial conference and event experiences. This position requires international travel, and some night and weekend hours.

### **Principal Duties and Responsibilities (Essential Functions\*\*):**

#### Planning & Delivery

- Establish a workshop master plan to deliver all programs and events to ensure all aspects are a success
- Simultaneously balance the requirements of numerous programs and events in varied stages of planning
- Liaise with faculty and staff to determine programming and agendas; finalize with Director
- Deliver portfolio of programs and events including 4 core workshop deliveries plus additional events, as well as 1 additional conference a year with several supporting events
- Determine program and event requirements including internal and external resources
- Provide direction and oversee all aspects of events and programs including registration, dinners, talks, plenaries, breakouts, transportation
- Arrange hotel blocks, flights and car service when necessary
- Support audio visual support technicians and production teams to ensure equipment setup, troubleshoot problems and provide run of show
- Strategize with other MIT and MIT Sloan offices entities for effective admission, enrollment, billing, bidding, registration, and client services processes to ensure all programs and events are all in compliance with MIT's rules and protocols

#### Participant & Broader Communications Management

- Manage learning management platform; onboard and manage all participants
- Support interim milestone and activities between major workshop deliveries with program coordinator
- Work with communications staff to ensure branding and identify across all material and forms of communication

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- Strategize with communications team including MIT Sloan Media Relations and other PR agencies to develop and execute on a timeline of strategic activities related to events and programs
  - Identify and communicate with various sponsors and funders
  - Drive media engagement and interest in events and programs, including social media (LinkedIn, Twitter, Facebook, op-ed, press release, interviews, videos)
  - Timely, accurate and friendly email and phone interactions with faculty, staff, speakers, co-organizers, and participants
  - Prepare and finalize agendas and invitations (both physical and e-versions); develop and manage invitation lists and VIP lists

#### Management and Leadership

- Contribute expertise to program and event management on strategic issues
- Evaluate and pilot new concepts in operations and event management
- Proactivity identify areas for improvement in the operations and efficiency of overall program and event, and participant management
- Act as a point of contact for entire MIT REAP program and in particular before, during and following all deliveries
- Assistant in training of new staff with Director of MIT REAP
- Provide day-to-day oversight and guidance to relevant staff in coordination with the Director of MIT REAP
- Develop and execute surveys to assess events and programs, and overall customer satisfaction; make recommendations to senior leadership on how to improve
- Participate as an active member of the MIT Sloan Global Programs office and serve on sub-committees

#### Resource Management

- Negotiate contracts and pricing and follow through to ensure responsiveness of vendors and other resources
- Proactively identify resources to act as service providers
- Manage all systems required to support collaborators and participants, and overall program including learning management system, and vendor management system
- Make recommendations to Director of MIT REAP on staffing requirements
- Works collaboratively with MIT offices that help support events and participant management including HR, IT and finance
- Manage international events with event management on-the-ground in-region

#### **Supervision Received:**

- Reports to the Director of MIT REAP
- Determines appropriate work methods, plans, schedules, and prioritizes work based on goals and objectives to be achieved, within the standards of work unit; carries out work activities independently

#### **Supervision Exercised:**

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- Recruit and train temporary staff, new event assistants and general staff on delivering professional events
  - Supervise event staff

**Qualifications & Skills:**

*MINIMUM REQUIRED EDUCATION AND EXPERIENCE:*

- Minimum 4 years of related professional experience
- Bachelor's degree required
- Significant international experience (preferably in events)
- Proven track record of successful conference/event management
- Strong communications, organization, interpersonal skills; excellent writing skills
- Ability to work in a fast-paced environment
- Ability work effectively with all levels of the organization
- Ability to problem-solve
- Ability to work independently and as a member of a team

*PREFERRED EDUCATION AND EXPERIENCE:*

- Innovation and entrepreneurial ecosystem experience
- Familiarity with MIT
- Social media skills
- Design skills
- International event experience

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.