



**MIT Position Description**

<b>Job Title:</b> Events Planner 1	<b>Position Title:</b> Events Coordinator, IDE
<b>Department:</b> MIT Sloan School of Management (MIT Initiative on the Digital Economy)	<b>% Effort or Wkly Hrs:</b> 50% (20 hours)

**Position Overview:**

The Events Coordinator will take responsibility for event management - the planning, organization, and execution of events, meetings and conferences. These activities will have budgets in excess of \$100,000, take place at MIT and at other locations, and include 150 to 900 attendees. The Coordinator will identify and select vendors; negotiate contracts; collaborate with internal partners in jointly managed events; assist in marketing events to sponsors, donors, and other stakeholders; collect event information and materials from faculty and presenters for distribution; acts as point of contact for and assist participants and faculty before, during, and following events; create and manage event websites; and handle post event collateral. In addition to these primary responsibilities, the Coordinator will spend approximately 20% of his/her time working with our team on various administrative tasks. A minimum of two years' administrative experience including events management; a proactive approach to projects, problem solving, communication, and planning; ability to anticipate, prioritize, and work on a number of projects simultaneously; ability to function autonomously; accuracy and keen attention to detail; strong interpersonal and communication skills (written and oral). Should be comfortable interacting with corporate executives, students, and other MIT offices. Strong Mac and/or PC skills and advanced knowledge of Word, Excel, Outlook, and PowerPoint, as well as Adobe Creative Cloud, particularly InDesign and Photoshop. Working knowledge of EventBrite, HubSpot, and WordPress, strongly desired, as is the ability to identify and quickly learn new applications. Experience with web-conferencing platforms like Zoom, WebEx, Slack, etc., desired. Familiarity with MIT systems and offices preferred. Bachelor's degree or higher preferred.

About the IDE: The IDE explores how people and businesses will work, interact and prosper in an era of profound digital transformation. We are the fastest growing and largest research program at the MIT Sloan School, with more than 30 research projects underway, 6 major events during the year, and the related distribution of content from these activities.

**Principal Duties and Responsibilities:**

Events Management (80%)

- Takes primary event management responsibility in the planning, organization, and execution of events. Plans, manages, and organizes high-profile meetings and conferences (250+ attendees) for a broad range of stakeholders, including faculty, students, alumni, and distinguished guests
- Organizes smaller events (<50 attendees), including IDE seminar series, workshops, and roundtable discussions
- Ensures that MIT events management policies are adhered to, particularly those regarding service of alcoholic beverages
- Identifies and selects internal and external vendors as needed (event space, catering, printing, materials, hotel, A/V, etc.) and negotiates contracts and pricing
- Collaborates with internal partners in jointly managed events
- Monitors event budgets (ranging from \$500 lunch seminars to \$100,000 major conferences) and manages post-event expenses and reimbursements
- Assists in marketing events to sponsors, donors, and other (public) stakeholders



- Collects event information and materials from faculty and presenters for distribution
- Acts as point of contact for and assist participants and faculty before, during, and following events
- Creates and manages event websites
- Handles post event collateral, including images and video for posting and sharing on the IDE website, mailings, etc.

Administrative Support (20%)

- Works as a team member for various and sundry administrative tasks, including:
  - Prepare appointment requests and on-boarding new staff, visitors, post-doctoral associates
  - Ordering supplies and materials, and completing and filing expense reports
  - Manages communications calendar and communications development, including mailings to key stakeholders, posting content to various channels

Other duties as required.

**Supervision Received:** Reports to the Assistant Director, Marketing and Events

**Supervision Exercised:** None

**Qualifications & Skills:**

**Required:**

Bachelor's degree

Minimum of two years' experience in events planning or project/program management

Proactive approach to projects, problem solving, communication, and planning

Ability to anticipate, prioritize, and work on a number of projects simultaneously

Ability to function autonomously; accuracy and keen attention to detail

Strong interpersonal and communication skills (written and oral)

Excellent grammar and proofreading ability

Strong Mac and/or PC skills and advanced knowledge of Word, Excel, Outlook, and PowerPoint, as well as Adobe Creative Cloud, particularly InDesign and Photoshop.

**Preferred:**

Working knowledge of EventBrite, HubSpot, and WordPress, strongly desired, as is the ability to identify and quickly learn new applications.

Service orientation; demonstrated good judgment and diplomacy

Ability to own and follow through on tasks.

Should be comfortable interacting with corporate executives, students, and other MIT offices.

Experience with web-conferencing platforms like Zoom, WebEx, Slack, etc., desired.

Familiarity with MIT systems and offices preferred.

Corporate and/or startup experience preferred.

**Competencies:** Contribute; Collaborate; Engage

*\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in position 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.*