

Event Coordinator part-time gig summary

Extraverted yet meticulous friend of technology

The Center for Management Terms & Practices (www.theindex.net) seeks an Event Coordinator with experience organizing small local workshops. We'd start on a contract basis, with the mutual hope of being a part-time employee.



**The Center for Management
Terms & Practices**

You'll handle small events from start to finish, working with the CEO and a few contractors. As the point of contact, you'll coordinate via email, phone, whatever with invitees, participants, sponsors and the venues in Madison and Milwaukee. Our ideal candidate has successfully worked on events with 10-75 participants and to run 10 events a year.

Our goal is to increase the number of new and repeat participants and to persuade them to join or renew their membership at the Center. We hope you can help us get there!

Basic responsibilities: Plan, invite, follow up, host...and follow-up

1. Coordinate with venues, vendors, sponsors, participants and speakers during planning
2. Create, distribute and follow up to invitations and announcements in various media
3. Manage event set up, welcoming, tear down and follow-ups
4. Establish or refine standardized event procedures
5. Build and adhere to an event budget
6. Track event key performance areas and identify ways to improve
7. Build good rapport with everyone involved!

Skills and knowledge: Attending to details and people, too

1. Able to work independently, but likes teaming up, too
2. Capable of working with people of all kinds, including busy managers
3. Familiarity with or interest in event registration software
4. Training or experience in management is helpful
5. Able to work under strict deadlines and to deal calmly with surprises

Contact

Derrick Van Mell, CEO
(608) 260-9300
dvanmell@theindex.net

Send your resume with a cover email describing in about 100 words a successful event you organized!