

JOB DESCRIPTION

Position: Event Coordinator

Location: New York / Hybrid

Reporting to: Head of Events

Contract Type: Permanent

Hours: Full time - Monday to Friday.

SAE Media Group is a highly professional, world leading business that specialises in the production of B2B Conferences. Part of the SAE International, we research, create, and deliver events in the Defence, Security, Energy, Utilities and Pharmaceutical sectors.

Following the success of the last 15 months and specifically of our US based events, currently produced and sold by our team in London, we're opening a branch in NYC. This is an exciting opportunity and a critical role to ensure continuous growth of our business.

SAE MG Company Mission Statement

Connecting global communities with focused networking conferences, we provide our customers with solutions through industry knowledge and collaboration

Core Values

- Entrepreneurial Mindset
 - Customer Needs Front of Mind
 - Solutions Focused Through Collaboration
 - Excellence in Communication
 - Empowerment Through Trust
 - A Kind and Supportive Culture
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Key Tasks

- Responsible for ownership, accountability, and reporting for all logistical elements of the allocated events.
- Maintain strong professional relationships with speakers, sponsors, and delegates.
- Build Function sheets, BEO's and floorplans.
- Process invoices to ensure prompt payment and facilitation of post-event.
- Post-event, measuring success against outlined objectives and providing recommendations.
- Budget control of events and finding saving opportunities
- Management of full venue sourcing to include:
 - Book suitable venues to hold the capacity of attendees.
 - Build cost comparisons and present these to Management.
 - Oversee Senior Event Manager venue sourcing.
 - Negotiate with venues.
 - Establishing strong relationships with venues and lead venue site visits

The company reserves the right to review and update the profile to reflect the changing needs of the business. However, any significant changes will be discussed in consultation with you.

Essential Skills, Traits and Qualifications

- Previous experience in project managing and running multiple events, in preparation, on-site and logistically.
- Ability to build strong relationships with team, venues, and suppliers.
- Exemplary attention to detail.
- Proven ability to handle challenging environments, individuals, and unforeseen circumstances.
- Have coaching and mentoring skills to support Senior Events Executives on sourcing and negotiation.
- Developed managerial skills and interpersonal skills.
- Understanding of business KPI’s and aligning these to individual performance.
- A commercial outlook on industry, being actively aware of opportunities to grow revenue based on the venue opportunities.
- Proven ability to present costs and savings to management.
- Ability to schedule direct site visits with new potential venues.
- Proficient negotiation and persuasion skills.

What is offered

In addition to the salary, there is an excellent benefits package that includes:

Standard benefits for all full-time employees

Vacation Days	10 days
Floating holidays	5 days
Personal days	2 days
Sick days	5 days
Parental Leave	8 weeks
Days of caring	2 days
Disability – long- and short-term cover	Life Insurance
Medical Reward Programme	Wellness Coaching
Healthjoy benefits navigator	Business travel and accident insurance
EAP	Access to financial planning (advisor)

Optional Extras

- Medical cover (3 options available)
- Truescripts/Vision/Dental/Cancer Guardian
- 401K – Pension
- Health savings account
- Flexible spending account
- Section 529 Education savings programme