

Events Coordinator

Location: St Louis office
Classification: Marketing
Sub Classification: Events Coordinator

ABOUT US

Established in 1995, ORIGO Education is an award winning, internationally recognised leader in Maths Education for the K – Year 6 age groups. With the vision of making learning mathematics meaningful, enjoyable and accessible for all, ORIGO leads the industry by providing award-winning, innovative resources for school teachers and students.

With our Head Office based in Earth City, St Louis, MO and representatives throughout Australia, Canada and the USA, ORIGO is committed to being the premier source of inspiration for mathematics teachers globally.

THE OPPORTUNITY

Due to the unexpected resignation of our Events Coordinator, we are currently looking for an enthusiastic and motivated Events Coordinator to join our Marketing team.

Reporting to the Head of Marketing, your primary focus would be responsible for the planning, development, and execution of events, conferences, product launches, and or meetings for ORIGO as well as coordinating all operational, implementation and post event activities.

Some of the key responsibilities of the role will include, but not be limited to:

- Event Management:
 - Development of an integrated events and conference calendar plan that aligns with ORIGO's business objectives and budgetary requirements.
 - Source venues, recommend and engage catering, acquire supporting technology and coordinate development of materials to execute a quality event.
 - Plan event scope and format, establish and monitor budget, review administrative requirements and communicate and maintain project timelines and priorities
 - Proactively manage any arising issues and troubleshoot any emerging problems during the event
 - Conduct pre- and post- event briefs and reports and provide to Marketing Manager in a timely manner
- Communication and Coordination
 - Establish communication protocols and operating procedures with relevant event participants.
 - Air and ground travel arrangement liaison for all participating ORIGO team members
 - Prepare event programs and confirm all necessary preparations are in order prior to event commencement.
 - Supervise; direct and coordinate the activities of team members, sub- contractors and vendors as required to successfully execute all aspects of the event on the scheduled delivery day.
- Reporting and Administration:
 - Maintain a calendar of events and implement a system that enables and anticipates long-term planning and effective event management for ORIGO's meetings, conferences and events.
 - Lead retrieval, prospect management and maintenance of database systems - growth, currency, relevance and accuracy.
 - Develop and execute all necessary follow-up with sub-contractors, sponsors and other relevant groups.

- Conduct research and develop feasibility studies to identify new events opportunities for ORIGO.

WHAT YOU WILL BRING

To be successful in this role, you will be highly organised team player, with a positive 'can do' attitude and a desire to learn, as well as:

- Degree in Business, Marketing, Communications or Event Management or related field.
- Demonstrated experience (2+ years' experience) in event management or related activity.
- Proven experience preparing and managing accurate budgets and effectively managing expenses for multiple projects.
- Strong computer skills, including Microsoft Office (Word, Excel, PowerPoint) event management technologies, and customer relationship management software (i.e. Salesforce).
- Strong organisational, planning and project management with the ability to balance competing projects and priorities.
- Ability to influence and coordinate the efforts of other team members in support of events and event outcomes.
- Proven ability to build and sustain positive relationships with team members, stakeholders, and customers that facilitates effective information gathering and sharing.

If this sounds like you and you are interested in becoming a part of a highly-respected industry leader, we encourage you to apply by providing a copy of your CV and a cover letter, outlining your experience as it relates to this role.

We thank you for taking the time to send us your application for this role. We take on-board every application and will contact you directly if you are successful to the next stage.

Please note that applications should be sent to Helen Tame at h_tame@origo.com.au by 4th March, 2019