

Basic Information

JOB TITLE	Interim Events Manager
REMUNERATION	Gross annual salary: 35,000 – 36,500€
WORK BASE	Club de Madrid Secretariat in Madrid, Spain (Currently operating with a hybrid work week model - Mondays, Tuesdays and Thursdays in Club de Madrid's offices and Wednesdays and Fridays remotely.) (applicants must hold EU citizenship or valid work permit within the EU)
WORKING HOURS	8h hours/day Mon-Fri (Flexibility & intensive working hours in summer)
TYPE OF CONTRACT	Temporary, to cover current Events Manager's maternity leave and a period before and after it. Estimated duration 9-10 months. Trial period according to Spanish labour legislation.
START DATE	January 9, 2023

Organizational Context

[Club de Madrid](http://www.clubmadrid.org) is the world's largest forum of democratic former Presidents and Prime Ministers, who leverage their individual and collective leadership experience and global reach to strengthen inclusive democratic practice and improve the well-being of people around the world. As a non-partisan and international non-profit organisation, it counts on the hands-on governance experience of more than 100 Members from over 70 countries, along with a global network of advisers and partners across all sectors of society. This unique alliance fosters dialogue, builds bridges and engages in advocacy to strengthen public policies and effective leadership on challenges such as inclusion, sustainable development and peace at the national and multilateral level.

Objectives

The main objective of the Interim Events Manager is to contribute to the successful implementation of the activities of World Leadership Alliance Club de Madrid (Club de Madrid) in Madrid or abroad, ensuring the best logistical conditions. He/she will work under the direct supervision of the Chief Financial Officer, with the support of the Events Assistant and in close coordination with all other Club de Madrid departments.

Tasks and activities

For online activities or hybrid activities with an online component

- Identify and define the most appropriate production company for each event;

- Request budgets from at least three companies to choose the best alternative, select the company that will carry out the production of the event and coordinate the production;
- Prepare the webinar / meeting with the selected tool/software in collaboration with the other departments;
- Perform the necessary technical tests with the panelists, and assist them:
- If the event has production, create a detailed schedule for the event in coordination with pertinent Club de Madrid staff and the company chosen to produce the event.
- Solve technical problems that may arise before and during the event.
- Ensure the event is properly recorded and saved.

For face-to-face activities

Travel logistics

- Identify the most convenient itineraries for travelers, considering times, prices, airline classes, schedules, etc., and purchase the preferred flight itineraries;
- Inform travelers of requirements of the countries where they are traveling such as visas, vaccines... When appropriate, support the traveler in meeting those requirements;
- Arrange transfers and travel insurance;
- Guarantee that travelers have all relevant information before the travel, including itineraries, contact persons, hotels, local transfers, travel insurance, information on the country and other Club de Madrid participants, as pertinent
- When possible, arrange access of Club de Madrid Members to Official Lounges in airports, in coordination with relevant Ministries of Foreign Affairs, embassies.... Inform the embassies or pertinent authorities of the arrival of Club de Madrid Members;
- When necessary, be available 24/7 to manage and solve incidents during the course of travel and mission (flight changes, delays, cancellations...);
- Identify the most appropriate accommodations, taking into account quality, price, location... Inform travelers about accommodation alternatives & then reserve the preferred option.

Events Management:

- Negotiate and manage the procurement of goods and services required for the implementation of Club de Madrid activities, in coordination with other Club de Madrid departments/units as needed. Supervise and coordinate the activity of service providers;
- Identify the best available venues for events taking into account meeting room needs, quality and cost.
- Manage set up and protocol requirements for each event session and in each meeting room;
- Manage the audiovisual needs of the event;
- Coordinate eventual security matters with relevant authorities, as needed;
- Organize registration, accreditation and access procedures, as needed;

- In coordination with the Communications Department, ensure the production and placement of Club de Madrid visibility elements, and those of partners and sponsors during all events.

Budget Management

- Support the preparation of project budgets and funding proposals, ensuring that all logistics resources needed are identified and costed;
- Secure the quotations and authorizations needed to proceed with any purchase;
- Ensure that procurement of goods and services complies with partner/donor and Club de Madrid requirements, and that all expenses are backed by the documents required by donors and internal procedures (quotations, invoices ...)

Others

- Support when needed other staff under the supervision of the Chief Financial Officer assuming, when needed, some duties according to his/her professional category normally performed by these staff (for example in case these staff are absent for any reason)
- Other duties according to his/her professional category as the organization may reasonably require.

Supervisor

Chief Financial Officer

Staff under supervision

Events Assistant

Education, skills and professional experience required for the position

- University Degree in studies related to the position;
- At least 8 years of professional experience of which at least 6 years in related fields of work;
- Advance knowledge, experience and use of online tools in the organization of Webinars and online meetings and conferences, specifically Zoom;
- Native in English or Spanish, and advanced knowledge in the other language;
- 24/7 availability when necessary to manage and solve incidents that may occur in the course of missions and/or participation in virtual or hybrid events;
 - Excellent team working skills;
 - Capacity to work autonomously and under the pressure of tight deadlines, undertaking several tasks at the same time, reaching targets within the required deadlines;
- Availability to travel.

Applicants should send their CV and a brief statement of interest on why they feel they are fit for the position to sdeagustin@clubmadrid.org by November 27, 2022.

Only shortlisted applicants will be contacted.