

**REF: WindEurope/2016/11**  
**Event Operations Manager (ad interim for maternity leave)**  
Start: as soon as possible

WindEurope (formerly EWEA, the European Wind Energy Association) is the voice of the wind industry - actively promoting wind power on behalf of member organizations in Europe and worldwide. Our resources are focused on policy activities, lobbying and supporting our members.

The Event Operations Manager is responsible for collaborating with the Head of Events in coordinating the operations of all WindEurope events.

**Main Duties and Responsibilities:**

**Overall:**

- Coordinate in close collaboration with the Head of Events the catering projects for WindEurope's large events (lunches, coffee breaks, sponsored stand parties, office catering, etc.) and liaise with the caterers to develop floor plans and agree on operational handling at the event.
- Manage and coordinate hostesses, cloakrooms and security staff for WindEurope's large events.
- Manage and coordinate social events (Conference dinners, VIP lunches, Opening Receptions, Members' Receptions, etc.) and benchmark with other events to propose innovative formats.
- Work together with the Head of Events to select official accommodation agencies and coordinate the accommodation offers with the selected suppliers.
- Compile the hotel lists for WindEurope staff and suppliers.
- Manage the logistical part and provide on-site support for WindEurope project workshops, technology workshops, public debates and special events.
- Coordinate site inspection trips when required: agenda drafting and travel and accommodation booking for the team members accordingly.
- Provide support in cost analysis for any sponsorship related matters.
- Work on any other ad hoc projects if required.

**Budget:**

- Support Head of Events in monitoring the relevant budget forecasts and reports to Head of Events of any deviations.

**Required Qualifications:**

**Experience:**

At least 3 years relevant event manager experience working for a PCO and/or in a corporate communications, events and/or marketing department.

**Education:**

Bachelor and/or Master degree, preferably in Marketing and Communication or Tourism/Event Management but work experience is a valuable alternative.

Personal skills:

- Great attention to detail.
- Ability to handle multiple priorities and deadlines.
- Proactive and dynamic with a good common sense.
- Willing to carry out a great variety of tasks/solution oriented.
- Capable of dealing with stress and many different cultures/ways of working.

Language skills:

- Excellent written and spoken English.
- All other EU languages are an asset.

To apply, please send your CV and a cover letter **by 1<sup>st</sup> December 2016** to [jobs@windeurope.org](mailto:jobs@windeurope.org) with reference code: **WindEurope/2016/11**

**Note: only short-listed candidates will be contacted after the deadline.**