

Events Director

Role Description:

- Responsible for the planning and execution of the monthly “2nd Thursday” meetings, excluding the content (topic, speaker) of the meetings. This includes venue selection, catering and contract negotiation with venues as well as website communication, time scheduling and oversight of administrative activities such as RSVP and name tags.
- Provide consultation on venues and source for new and additional venues for 2nd Thursday and Special Interest Group (SIG) meetings.
- Oversee Annual General Meeting in April (with the Secretary & Assistant Secretary) and any other special events (e.g. annual Holiday Party in December, International Women’s Day in March) which have additional requirements such as special programming, gifts, sponsors, special invitations, etc.
- Assist with succession planning for this role

How does this job interact with other Board members/leaders?

- Programmes Director Liaise on venue, AV and other Speaker requirements for 2nd Thursday meetings
- President: Update on agenda and other details for 2nd Thursday meeting
- Communications Director: Update for 2nd Thursday meeting posting on website
- Treasurer and Assistant Treasurer: Coordinate banking and other payments for 2nd Thursday meeting
- Co-chairs: consults/supports on venues and caterers

What volunteer support is needed to perform this job?

- Deputy Events Director
- 2nd Thursday Coordinator or Executive Assistant

Note: Volunteers are needed for each 2nd Thursday Meeting to act as networking ambassadors and to assist 2nd Thursday Coordinator at the registration desk. During special events, Holiday Party and AGM, additional volunteers are needed.

Is this position a key contact with any outside organizations?

- Venues such as hotels, clubs and other F&B outlets – intimate knowledge of Singapore’s hospitality industry is needed

Skills required for this position:

- Excellent organization skill and with a background in event management
- Attention to detail, meticulous
- A doer, unfazed by stress
- Excellent interpersonal skills
- Effective written and oral communication skills
- Negotiation skills

Typical month’s time commitment:

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| • Preparation for and oversight of 2nd Thursday meeting: (7) | • Monthly board meeting: (3) |
| • Updating venues and caterers list (1) | • General communication, internal meetings: (2) |

Average = 13 hours per month

The Board is required to have 4 Board meetings per year. The Board members will determine the frequency and dates of the Board meetings. There are generally monthly meetings held for a total of 10-12 meetings on an annual basis.

For more information: Contact current Secretary at secretary@primetime.org.sg.