

Event Coordinator

The TUMO Center for Creative Technologies is looking for an experienced, motivated and dynamic Event Coordinator who will be responsible for organizing and coordinating TUMO's events at the Center and outside of it.

Duties and Responsibilities

- Oversee and organize conferences, festivals, exhibitions and other events at TUMO from initiation to closing phases
- Coordinate and schedule the set-up of technical/logistical requirements for the events, and do the testing to make sure that the equipment is working properly prior to the event
- Properly communicate with all the staff members involved in the events' team or are somehow influenced by the event
- Follow up and make sure that the announcements about the Events are posted on time, foster the advertisement of the events
- Make sure that the venue of the event is cleaned up before and after the event
- Rent needed audiovisual equipment and other supplies necessary
- Close out all the events as required and write reports
- Monitor and evaluate events
- Follow up and make sure that all the paperwork (contracts, invoices) are prepared on time
- Provide assistance to other staff members in organizing events
- Serve as liaison between the Events/ and TUMO students to make sure that TUMO students are involved
- Design and initiate events for TUMO students
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Education and Experience

- University degree from a leading institution of higher education, preferably in the field of management
- At least two years' work experience in event organization and coordination



CENTER FOR CREATIVE TECHNOLOGIES

www.tumo.org
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- Good knowledge of English and Russian
- Organizational skills and creativity in problem solving
- Ability to work well both independently and as the team member of a large workforce
- Ability to regularly insure high work productivity
- Flexibility with scheduled hours
- Excellent communication and interpersonal skills

Application Procedure:

Interested candidates should submit a resume by email to **jobs@tumo.org** by the deadline. In the subject line of your email, please mention "**Event Coordinator**". Only short-listed candidates will be notified.

Application Deadline: 07.12.18