

2nd Thursday Events Leader

Your contribution to PrimeTime's vision

The 2nd Thursday Events Leader at PrimeTime plays a vital role in planning and organising captivating events that contribute to the development and growth of PrimeTime members. She leads the coordination of the monthly 2nd Thursday event and collaborates closely with the Events Director and the Special Interest Group (SIG) Team Leader to ensure a diverse and engaging calendar of events for members.

Your Main Responsibilities

- **Event Planning and Coordination**: Lead the planning, coordination, and execution of the monthly 2nd Thursday event. Work closely with the Events Director to align the event with PrimeTime's objectives and ensure a seamless experience for attendees
- **Theme and Topic Development**: Collaborate with the Events Director and other team members to develop compelling themes and topics for each 2nd Thursday event. Research current trends and industry insights to curate relevant and engaging content for members
- **Speaker and Partner Engagement**: Identify and engage speakers, presenters, and partners who can provide valuable insights and experiences for the 2nd Thursday events. Establish and maintain relationships with external partners and sponsors to secure their involvement and support
- **Event Logistics and Execution**: Oversee the logistical aspects of the 2nd Thursday event, including venue selection, catering arrangements, audio-visual setup, and registration process. Ensure smooth event execution, manage any issues or challenges that may arise, and maintain a high standard of professionalism
- **Marketing and Promotion**: Collaborate with the Marketing Director to develop effective marketing and promotional strategies for the 2nd Thursday event. Assist in creating compelling event descriptions, promotional materials, and social media campaigns to attract attendees and generate buzz
- **Attendee Engagement and Feedback**: Foster a positive and engaging atmosphere during the 2nd Thursday event. Interact with attendees, address their queries or concerns, and encourage networking and knowledge-sharing among participants. Collect and analyse attendee feedback to continuously improve the event experience
- **Budget Management**: Collaborate with the Events Director and Treasurer to develop and manage the budget for the 2nd Thursday events. Monitor expenses, ensure cost-effectiveness, and seek sponsorship opportunities to enhance event resources

We want to hear from you if you ...

- Have experience in event planning, preferably in the non-profit or professional association sector
- Have strong organisational and project management skills, with the ability to handle multiple events and deadlines simultaneously
- Have excellent communication and interpersonal skills, with the ability to engage and build relationships with speakers, partners, and attendees
- Have knowledge of event planning best practices, including logistics, budgeting, and marketing/promotion
- Are creative and innovative in developing event themes, topics, and formats that cater to diverse member interests
- Are attentive to detail and ability to ensure high-quality event experiences for attendees
- Are proficient in event management software and tools for registration, communication, and attendee tracking (GlueUp)
- Have strong problem-solving and decision-making abilities, with the capacity to handle unexpected challenges during events
- Have a passion for fostering a vibrant community and delivering valuable experiences to PrimeTime members

For further details, kindly reach out to the Secretary at: secretary@primetime.org.sg