

Events Director

Your contribution to PrimeTime's vision

As the Events Director at PrimeTime, your role is to ensure the organisation has a strong calendar of compelling events that support the development and growth of PrimeTime members. You will work closely with the 2nd Thursday Leader and SIG Leader to create, manage, and find synergies in the overall events calendar for PrimeTime.

Your Main Responsibilities

- Event Strategy and Planning:
 - Develop and implement a comprehensive event strategy that aligns with PrimeTime's mission and objectives, catering to the needs and interests of members
 - Collaborate with the 2nd Thursday Leader and Special Interest Group (SIG) Leader to create an engaging and diverse events calendar throughout the year
 - Plan and organise an International Women's Day special event in March to celebrate and empower women
- Social and Networking Events:
 - Plan and organise social events throughout the year that provide opportunities for PrimeTime members to network and connect
 - Develop creative event concepts and themes that foster a sense of community and facilitate meaningful interactions among members
 - Ensure the seamless coordination and execution of social events, considering venue selection, catering, entertainment, and logistics
- Year-End Party:
 - Take the lead in planning and organising the Year-End Party, a signature event that brings together PrimeTime members to celebrate achievements and foster camaraderie
 - Coordinate with the Events team and other stakeholders to create a memorable and enjoyable experience for attendees
 - Oversee event logistics, including venue selection, program development, budget management, and vendor coordination
- Stakeholder Engagement:
 - Build and maintain relationships with external partners, vendors, and sponsors to enhance event offerings and secure resources for successful event execution
 - Collaborate with the Marketing team to promote events and ensure effective communication to PrimeTime members through various channels, including email, website, and social media platforms
 - Liaise with relevant industry experts, speakers, and panellists to secure their participation and ensure the delivery of valuable content at events

- Event Coordination and Execution:
 - Oversee the planning, organisation, and execution of all events, ensuring seamless logistics, timely communication, and exceptional member experiences
 - Manage event budgets, negotiate contracts with venues and suppliers, and ensure efficient use of resources while maintaining a high standard of quality
 - Work closely with the Events team to coordinate event logistics, including registration, attendee management, audio-visual requirements, and event materials
- Oversee the recruitment, training, and management of the entire events team. Ensuring proper onboarding, assigning roles and responsibilities, and providing ongoing support and guidance to all volunteers during events
- Attend the monthly Board meetings, 2nd Thursday events, Coffee Connections, and support as many other SIG events as possible to stay on the pulse of the PrimeTime community
- Assist with succession planning for this role. If you are unable to complete the board term, you are responsible for identifying and grooming a successor for this role

We want to hear from you if you ...

- Are a strong advocate for women empowerment.
- Have proven experience in event planning and management, preferably in a non-profit or professional development context
- Have strong leadership and team management skills, with the ability to inspire and motivate a diverse team of volunteers
- Have excellent organisational and project management skills, with the ability to prioritise tasks, manage multiple events simultaneously, and meet deadlines
- Have strong interpersonal and communication skills, with the ability to engage with stakeholders, speakers, sponsors, and vendors
- Have budget management experience and the ability to negotiate contracts and secure resources effectively
- Have knowledge of event planning best practices, industry trends, and innovative event formats
- Have passion for professional development and creating engaging experiences for members

Time requirement: ~25h/month

- 2nd Thursday: 2h/month
- Coffee Connections: 4h/month
- Other SIG events: 4h/month
- Board meetings: 3h/month
- 2nd Thursday coordination: 3h/month
- SIG coordination: 3h/month
- General admin: 5h/month

Team structure

- 1) Deputy Events Director: In collaboration with the Events Director to curate event content, identify relevant speakers and panellists, and develop engaging programs and workshops. Responsible to research industry trends and best practices to ensure the delivery of valuable content at PrimeTime events
- 2) 2nd Thursday Events Leader: responsible for planning and organising the captivating 2nd Thursday events held once a month. She will work closely with the Events Director to align the 2nd Thursday events with the overall events calendar and strategic objectives of PrimeTime. The 2nd Thursday Leader will oversee event planning, logistics, and content development for these specific events, ensuring they are engaging, informative, and relevant to PrimeTime members
- 3) SIG Team Leader: responsible for managing, leading, and supporting the SIG co-chairs and assisting with planning of their events. She will collaborate with the Events Director to ensure these group events align with the overall events calendar and support the professional development and engagement goals of PrimeTime
- 4) Events Coordinators/Team: This team will assist the Events Director in overall event planning and coordination. They will handle logistics, vendor management, venue selection, and on-site coordination during events

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