

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. The Events Director has the responsibility to organise a monthly 2nd Thursday flagship event and ensure a strong offering of Special Interest Groups (SIGs) aligned with the PrimeTime pillars of Professional, Social and Community Outreach activities. This is a unique opportunity to champion the interests of a leading business and professional women's association in Singapore, serving its diverse membership from over 30 countries since 1997.

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.
- **Stakeholder Engagement:** Build and maintain relationships with external partners, vendors, and sponsors to enhance event offerings and secure resources for successful event execution.
- **Event Coordination and Execution:**
 - Oversee the planning, organisation, and execution of monthly flagship event (2nd Thursday), ensuring seamless logistics, oversight of administrative activities such as RSVP and name tags, timely communication, and exceptional member experiences. Act as the host of the 2nd Thursday meeting; President/VPs to provide PrimeTime Welcome message.
 - Provide consultation on venues and arrangements for other Prime Time activities and source for new and additional venues.
 - Oversee Holiday party in December, and event operations for the Annual General Meeting in May, which have additional requirements such as gifts, sponsors, special invitations, etc.
- **Responsible for Special Interest Groups (SIGs):** Oversee the development and continuity of PrimeTime SIGs, which historically have been a key driver to attract and retain higher membership numbers at PrimeTime, and ensure PrimeTime's sustainability as an association. SIGs should be aligned to the 3 pillars- Professional, Social and Community Outreach – creating an attractive mix of events open to all members.
- **Budget Management:** Collaborate with the Finance team to develop and manage the events budget, ensuring effective utilisation of resources.
- **Oversee the recruitment, training, and management of the Events Team:** Determine the resource requirements. Ensuring proper onboarding, assigning roles and responsibilities, and providing ongoing support and guidance to all volunteers.
- **Maintain Key Documents:** Historical data on all PrimeTime events.
- **Attendance at PrimeTime events:** Attend and support PrimeTime events to stay on the pulse of the PrimeTime community.
- **Board Orientation and Succession:** Each PrimeTime Board Member is required to participate in a Board Orientation Day at the commencement of their term; identify, mentor, and support PrimeTime member(s) to develop a succession plan and volunteer team for their portfolio; and, at the conclusion of their term, provide a comprehensive

handover file and reasonable coaching support to ensure a smooth and effective transition to their successor.

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

- Programmes Director: Liaise on venue requirements.
- President: Coordination of agenda for monthly flagship event (2nd Thursday).
- 2nd VP: Acts as advisor to Events Director.
- Marketing Director (Internal and External): Update and communicate monthly flagship event (2nd Thursday) to the members and public (posting on website, whatsapp and various social media platforms).
- Treasurer: Coordinate payments for monthly flagship event (2nd Thursday).
- Event Volunteer Support: Coordinate any special requests for display/registration table at monthly flagship event (2nd Thursday).

What volunteer support is needed to perform this job?

- Deputy Events Director – 2nd Thursday.
- Deputy Events Director – SIG.
- PrimeTime Speaker Scout.
- Venues Coordinator.
- Welcome Desk and Registration (a pool of volunteers is recommended).
- Event Photographers (a pool of volunteers is recommended).
- Volunteers are needed for each monthly flagship event (2nd Thursday) to act as greeters and manage 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, restaurants, clubs etc.

We want to hear from you if you ...

- Passionate about championing women's empowerment, leadership, and professional development.
- Proven experience in event planning and management, ideally within a non-profit or professional setting.
- Strong leadership and team management skills, with the ability to motivate and manage volunteers.
- Excellent organisational, project management, and communication skills to deliver multiple events and engage stakeholders.
- Sound budget management experience, including negotiating with vendors and securing resources.

Time requirement: ~15h/month

The above number is an approximation that includes attending a PrimeTime Board meeting, handling the Events Director responsibilities, and attending PrimeTime events.

- Plan and prepare for 2nd Thursday event (4)
- 2nd Thursday event (3)
- SIG event (3)
- Board meeting (3)
- General communication (2)

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



Events Director