



## POSITION DESCRIPTION

**Date:** 10.09.24

**Job Title:** FLC Meetings and Events Manager

**Reports to:** FLC Executive Director

**The Federal Laboratory Consortium for Technology Transfer (FLC)** is the formally chartered, nationwide network of over 300 federal laboratories, agencies, and research centers, that fosters commercialization, best practice strategies, and opportunities for accelerating federal technologies out of the labs and into the marketplace.

The FLC is staffed by AUTM and the employee in this position will be employed by AUTM.

This is a remote position.

**FLC Mission:** To support federal laboratories in maximizing the impact of technology transfer for the benefit of the United States.

### Position Overview

The meetings and events manager is responsible for evaluating and planning content for virtual and hybrid events for online courses. This person will serve as a liaison for subject matter experts and committees. The ideal candidate will have a strong background in planning and executing meetings and events for 300 to 600 attendees, coupled with experience working with Learning Management Systems (LMS) and a solid understanding of educational practices and processes. This role is essential in ensuring the seamless planning, coordination, and execution of events that align with our organization's goals and enhance the participant experience.

### Key Responsibilities:

#### Event Planning and Logistics:

- Support planning and execution of logistics for FLC conferences and events, including hotel logistics, A/V, and vendor management.
- Assist in sourcing and contracting sites and vendors.
- Develop event budgets, track expenses, and prepare financial reports.
- Negotiate contracts with vendors and suppliers.
- Ensure compliance with insurance, legal, health, and safety obligations.

- Oversee all aspects of event setup, including registration, signage, audiovisual equipment, room set-up and catering.

### **Collaboration and Coordination:**

- Collaborate with marketing and project teams for event promotion and content.
- Coordinate with vendors, sponsors, and venues for seamless event execution.
- Oversee VIP housing, meeting room assignments, and special requirements.
- Provide periodic reports to stakeholders.
- Collaborate on the creation and maintenance of event signage, program books, run of show, scripts, mobile apps, presentations, handouts, and other event collateral to support the overall attendee experience.

### **Customer Service and Improvement:**

- Provide exceptional customer service to the FLC team.
- Implement strategies to enhance attendee engagement and satisfaction.
- Collect feedback and evaluate event success to identify areas for improvement.
- Stay informed of industry trends and best practices.

### **Administrative and Financial Management:**

- Manage logistical aspects of conferences, including timelines, budgets, and written specifications.
- Handle post-show bill reconciliation.
- Establish and maintain SOPs, policies, and procedures.
- Monitor income/expenditures and assure correct financial reporting.
- Oversee creation and distribution of event materials and promotional content.

### **Vendor and Contract Management:**

- Research venues, prepare RFPs, conduct site inspections, and negotiate contracts.
- Ensure compliance with contractual obligations and manage vendor relationships.
- Manage budgets for select programs and ensure post-show reconciliation.

### **Continuous Improvement:**

- Contribute to process improvement through technology and creative approaches.



- Analyze event data and metrics for recommendations.
- Support additional responsibilities as requested to ensure the success of events

**Qualifications:**

- Bachelor's degree in business administration or hospitality management or a related field.
- Certified Meeting Planner (CMP) preferred but not required.
- 3+ years of demonstrated experience planning and managing events with 300 to 600 attendees preferably in an association setting.
- Strong organizational and project management skills, with the ability to handle multiple priorities simultaneously and meet deadlines.
- Excellent communication and interpersonal skills, with experience engaging with diverse stakeholders.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Innovative thinker with the ability to translate strategic thinking into actionable plans and results.
- Proficient in Microsoft Office Suite including Teams.

Travel 10-20%

Expected salary range \$65,000 to \$80,000 annually

**To Apply:**

Please submit your resume to [resume@autm.net](mailto:resume@autm.net)