Position Description

MIT School of Architecture and Planning

**Job Title**:  Events Planner 1

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**Effort**:  100%

**Term:**  N/A

**Overview**

Reporting to the Assistant Dean for Diversity, Equity, Belonging & Student Support, independently execute a wide variety of events for the School of Architecture and Planning, ranging from the SA+P Advanced Degree Ceremony for 1,000 attendees to student lunches for 10. Contribute insight into event planning, concept, and design. Provide general administrative services for student support function.

**Job Duties & Responsibilities**

Event Planning & Execution (70%)

* Organizes event logistics and operations such as arranging facilities and all event details such as decor, catering, entertainment, give-aways, transportation, location, invitee list, special guests, equipment, promotional material, etc.
* Serves as point person for technical, logistical, and overall appearance of events.
* Collaborates with event sponsors on content development and establishing timelines.
* Establishes deadlines and ensure deadlines are met by event

stakeholders and participants.

* Responds to event questions and problems and seeks solutions as needed.
* Identifies, interviews and evaluates potential vendors.
* Negotiates and confirms vendor contracts including space, furniture and

equipment, food services, publishing services, and other event-specific arrangements as needed.

* Creates invitations and marketing materials and handles PR activities related to events. Updates website, as needed.
* Anticipates and coordinates travel needs of speakers and participants.
* Manages multiple events with competing deadlines.
* Evaluates event staffing needs and recommends solutions. Trains and directs volunteers on specific events/assignments.

Event Finance and Reporting (10%)

* Develops events budgets for review and approval by events sponsors.
* Independently tracks and reconciles event/programming expenses consistent with budget.
* Reviews and secures approval for items outside the planned budget.
* Develops and maintains databases to generate reports, including registration and budgets.
* Evaluates on-going and new events. Recommends and implements changes and enhancements for future events based on feedback.

Administration (20%)

* Participate in monthly student support team meetings and pursue follow up activities as necessary.
* Make website updates for external and internal pages.
* Design and edit presentation materials including reports, slide decks, and newsletters.
* Manipulate and present student population and admission data using software such as Excel and MIT databases.
* Draft, format, fact-check, and proofread correspondence and other content.
* Additional duties as assigned.

**Supervision Received:**

Reports to SA+P Assistant Dean for Diversity, Equity and Inclusion

**Supervision Exercised:**

None

**Qualifications & Skills:**

* Bachelor's degree and at least two years of experience in events planning or project/program management required.
* Ability to work independently and as part of a team.
* Highly developed organizational and problem-solving skills.
* Resourceful, decisive, and able to give constructive direction.
* Meticulous attention to detail.
* Design sensibility and creativity.
* Ability to communicate effectively, both in writing and orally, with diverse audiences.
* Facility with event and project management software and inclination to try new tools.
* Ability to travel and work nights and weekends as necessary.
* Ability to move objects weighing 10 to 20 lbs and traverse significant distances or move from site to site.