

Event Manager

Anglo-American University announces a search to fill the full-time position of Event Manager.

Anglo-American University is the oldest private university in the Czech Republic, offering undergraduate and graduate programs accredited both in the Czech Republic and the United States of America. Our mission is to provide high-quality education through personalized interaction between students, faculty, and staff in a diverse, international environment.

General Description:

The Event Manager is responsible for the organization of all events according to the university's Policy on Event Management, including the business development and organization of revenue generating events at AAU's campus.

This position reports to the Vice-President of Institutional Advancement.

Responsibilities:

1. Manage and coordinate external and internal events of and at AAU, according to event categories as set out in AAU's Event Management Policy.
2. Develop and implement a business plan with relation to external events and space rental of AAU campus facilities.
3. Organize and coordinate AAU conferences and manage ad hoc organization task forces and teams.
4. Coordinate special projects at AAU beyond accredited and life-long learning programs, in particular manage AAU's testing centers in collaboration with external providers.
5. Assist with preparing the strategic and action plan of the VPIA in the field of Event Management.
6. Collaborate with the VPIA on the budget planning for the field of Event Management
7. Actively manage the budget cost center for Event Management.
8. Assist with special student projects within the VPIA team.
9. Prepare official visits of delegations from AAU's partner institutions.
10. Collaborate with the marketing department and other AAU units in relation to Event Management.

Profile:

- Experience in a similar position
- Business sense and outgoing nature
- Excellent organizational and communication skills
- Detail-orientation with the ability to effectively multi-task and meet deadlines
- Positive and flexible attitude with the desire to find new and interesting solutions
- Very good verbal and written communication skills in Czech and English
- Very good knowledge of common technology tools
- Bachelor's degree in business, marketing, communications or related field

We offer:

- Multicultural, international environment
- Friendly team which always appreciates good work and new ideas
- Possibility of personal development (taking university courses free of charge)
- 5 weeks of paid vacation per year
- 5 sick days per year.

Interested candidates should send their CV and a cover letter, including one reference contact, to lucie.kacovska@aauni.edu. The review of the applications will start on July 15th, 2021 and will continue until the position is filled. It is expected that the selected candidate will assume the position from August 1st, 2021 or by agreement.

The contract will be concluded for one year; in case of satisfaction and good financial results of the university, the contract may be prolonged indefinitely.

For more information about the University, visit the website of [Anglo-American University](https://www.aau.edu).