

## Event Coordinator

---

### General Description:

The Event Coordinator 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** to **Lucie Kacovská** at **lucie.kacovska@aauni.edu**. The review of the applications will start **after November 23, 2022** and will continue until the position is filled. It is expected that the selected candidate will assume the position **as soon as possible** or **upon agreement**.

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