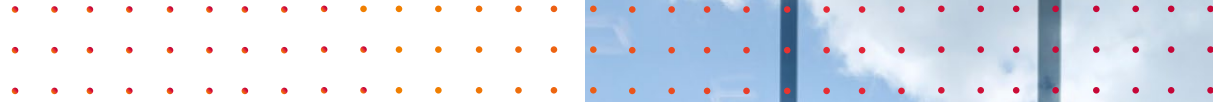




— **Conferences, Events And
Webinars Manager**
Airports Council International
(ACI) EUROPE



Dober Partners
Executive Search
& Consultancy



- 03** About ACI
- 04** What You'll Do
- 06** Recruitment Process



flug
parture



ACI EUROPE is the European region of Airports Council International (ACI), the only worldwide professional association of airport operators. ACI EUROPE represents over 500 airports in 55 countries. Our members facilitate over 90% of commercial air traffic in Europe. Air transport supports 13.5 million jobs, generating €886 billion in European economic activity (4.4% of GDP). In response to the Climate Emergency, in June 2019 our members committed to achieving Net Zero carbon emissions for operations under their control by 2050, without offsetting.

ACI represents over 500 airports in 55 countries. Their members facilitate over 90% of commercial air traffic in Europe. Air transport supports 13.5 million jobs, generating €886 billion in European economic activity (4.4% of GDP).

In response to the Climate Emergency, in June 2019 ACI members committed to achieving Net Zero carbon emissions for operations under their control by 2050, without offsetting. Based in Brussels, we lead and serve the European airport industry and maintain strong links with other ACI regions throughout the world.

ACI works on a diverse range of issues including airport capacity and slots, airport connectivity, aviation liberalisation & external relations, airport leadership & change management, airport traffic, airport safety & security, customer service, EU funding, ATM, regional airports and the Single European Sky & SESAR Joint Undertaking.

They are also actively engaged in promoting climate action by the airport industry through the Airport Carbon Accreditation programme, the only institutionally endorsed carbon management certification standard for airports.





Reports to:

Senior Vice President: Communications, Membership and Marketing (SVP CMM below)

Scope of work

- Works closely with the Senior Vice President: Communications, Membership and Marketing, and the Director General of ACI EUROPE, develop and manage the overarching ACI EUROPE conference (encompassing both content and logistics and including exhibition components), events and webinar programme
- Enjoys primary responsibility in planning, organising and delivering all such ACI EUROPE conferences, events and webinars, including joint ventures with industry stakeholders
- Represents ACI EUROPE in the development and execution of conferences and events with other ACI regions and ACI World where applicable
- Oversees the work of third-party facilitation and logistics teams where applicable, managing the daily relationship with subcontracted teams
- Day to day responsibilities for budget planning, tracking and expenditure, working closely with the SVP CMM, and exercising strict credit control
- Day to day responsibilities for contractual compliance, criteria, and obligations, both those of ACI EUROPE and of third-party contractors and suppliers
- Co-ordination of content programmes and agendas drafting for events
- Day to day management of speaker recruitment in the issuance of invitations and follow-up as needed
- Undertakes venue searches and site visits to ensure that proposed hosting venues are of a quality and suitability in keeping with ACI EUROPE's standing
- The Conference, Events and Webinar Manager is responsible for project managing each event, appointing working sub-team roles including (but not limited to) on-site stage producer, front-of-house manager, and hospitality / entertainment lead
- On site overall responsibility for the smooth running of the event and for the coordination of activities between the technical, production and front of house teams

Webinars

- Works closely with the Membership Services colleagues, policy heads and World Business Partner communities to develop and execute ACI EUROPE webinar series, including oversight of the technical delivery, speaker liaison, marketing, and registration processes

Marketing

- Works in collaboration with the ACI EUROPE Communications Team, to project manage the timelines and delivery of marketing and registration processes of wholly owned and managed events
- Works in co-ordination with the ACI EUROPE Communications Team to ensure that event marketing planned and delivered by any third-party supplier for keynote events is created and executed in a timely manner and to the required standard

Sponsorship and exhibitions

- Works closely with the SVP Communication and Director of Membership Services to develop and secure sponsorship opportunities in and around ACI EUROPE events, and support and facilitate the contractual agreements reached with sponsors
- Where applicable the Conferences, Events and Webinar Manager is responsible for securing and executing the sale of exhibition space, working in close collaboration with the Membership Services Team and World Business Partner community

Post event

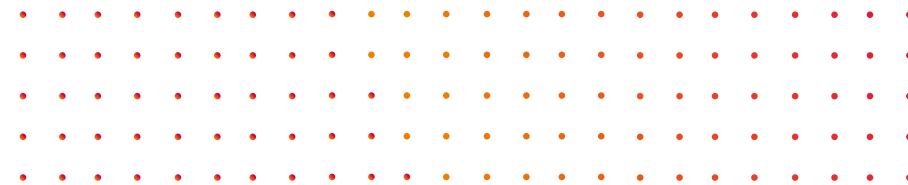
- Works with the support of the Membership, CRM and Events Coordinator, prepare and deliver post event analysis of attendance, attendee feedback and related marketing analytics.
- Preparation and delivery of post-event financials

Line Management

- The Conferences, Events and Webinar Manager has one direct report; the Membership, CRM and Events Co-Ordinator

Desired Knowledge, Experience and Competences for the Successful Candidate

- Previous relevant work experience in events management and communications relating to events online and in person
- Maturity and accountability, with a professional demeanour in dealing with C-Suite executives and members
- Excellent planning and organisational skills, including as project manager
- Excellent written and spoken English, other EU languages would be advantageous
- Flexible and a great team player
- Resilient under pressure and able to work to tight deadlines
- Numerical skills commensurate with the management of the financial aspects of the job
- Creative thinker with flair and sound judgement



Recruitment Process



The Executive Search firm Dober Partners has been retained to draw up a shortlist of prospective candidates against the criteria set out in this document. Using their discretion and expertise, Dober Partners will help recruit a new Events, Conferences and Webinar Manager in collaboration with ACI's leadership.

Please send your CV and motivation letter to:

Natalia Kurop

M: +32 488 945 579

→ natalia@doberpartners.com

www.doberpartners.com



Dober Partners
Executive Search
& Consultancy