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 45 countries. Our members facilitate over 90% of commercial air traffic in Europe: **2.5 billion passengers, 20.7 million tonnes of freight** and **25.7 million aircraft movements** in 2019. In response to the Climate Emergency, in June 2019 our members committed to achieve **Net Zero** carbon emissions for operations under their control **by 2050**, without offsetting.

EVERY FLIGHT BEGINS AT THE AIRPORT.

MANAGER CONFERENCES, EVENTS & WEBINARS

We are on the look-out for an experienced event and conference organiser to join our dynamic communications and events team. ACI EUROPE has a strong reputation and enviable portfolio in the creation and delivery of high quality, high visibility industry gatherings - from set piece international conferences and exhibitions right through to policy focussed webinars.

The successful applicant will have a demonstrable track record in high quality event management, a perfectionist's eye for great production and delivery, and a passion for engaging, thought-provoking and goal-driven industry and Institutional gatherings.

We'd love to hear from candidates who can show us their abilities in our following core responsibilities:

- Planning, organising and delivering all ACI EUROPE conferences, events and webinars, including joint ventures with industry stakeholders
- This includes conferences organised with third party facilitation teams, events led wholly in-house, and virtual products
- You'll be confident and equipped to lead on the contractual and budgeting aspects of all our events…
- …as well as the seemless execution of them, working closely with all suppliers and partners and managing these key relationships
- You will also assist in the programme drafting of these conferences, events and webinars in cooperation with the ACI EUROPE subject matter experts

- And support in the development of delegate marketing and the delivery of sponsorship and media partnership packages

ESSENTIAL QUALITIES

- Experience in overall management of the logistics and operation of conferences and events; including, but not limited to: site selection, hotel RFP and some contract negotiation, preparation of meetings budgets, food & beverage functions and meeting space set-ups, housing and management of room blocks, audio/visual, on-site management of all aspects of assigned meetings, post conference meeting duties, such as surveys, and financial reconciliation
- Excellent project management skills
- Developed social and communication skills, and enjoyment working in a multilingual and multicultural environment; ability to successfully collaborate with internal and external stakeholders, suppliers and speakers
- Ability to work under pressure and to deal with multiple assignments
- Must have excellent verbal and written communication skills in English
- Must be able to work proactively and creatively; and manage time effectively in a deadline-oriented environment
- Proven analytical skills and keen attention to accuracy and detail
- Due to the nature of the work, flexibility in working patterns and the ability to travel and is a mustThe successful candidate will have **at least 5 years** relevant professional experience

To the right candidate, ACI EUROPE will offer a very attractive package. Please e-mail your CV (**no more than 2 pages**) with a **one page** cover letter (in English) and any relevant supporting material to: stephanie.coppin@aci-europe.org.

Application deadline: 28 February 2022

www.aci-europe.org