



Job Title: Events Manager

Overview: The Aerospace Industry Association of Michigan (AIAM) is a non-profit organization committed to providing premiere events for aerospace executive leaders to connect, learn and grow in a powerful, influential industry. We are currently seeking an experienced, detail-oriented Events Manager to manage our events from start to finish. You will lead all aspects of event management including marketing plans, registrations, budget management, venue selection, contract negotiations, food services, sponsorships, and staffing for the day of the event. You must be committed to outstanding customer service and delivering memorable, high-quality experiences. We produce small and large events that can range from Industry Luncheons to our Annual multi day conference, so you need to be comfortable with a variety of venues and tasks. We prefer candidates who have at least 3-5 years experience and a proven history coordinating successful events.

Job Description:

- Planning and executing annual conference, golf outing and various monthly events
- Managing the financial aspects of an event such as securing sponsorships, planning budgets, and negotiating with vendors
- Coordinating marketing through press releases, social media campaigns, advertisements, or other methods
- Managing the registration process, online and in person, and providing customer service to attendees

Core Tasks and Responsibilities:

- Manage all aspects of conference/event logistics, including but not limited to site selection, contract negotiation, food and beverage arrangements, audio/visual requirements, and on-site management
- Coordinate with external Marketing firm to develop and manage the conference website and all related social media platforms, providing timely updates on event developments and promoting attendee engagement
- Work with external Marketing firm to create and distribute marketing materials to promote event attendance, identify target audiences and craft effective messaging
- Process all event registrations and payments in a timely and efficient manner, maintaining accurate records of all attendees

- Serve as the on-site contact during the event, overseeing all event aspects (including sufficient staffing), providing excellent service and managing changes throughout
- Handle all post-event evaluations and feedback, using the information gathered to improve future conferences/events
- Stay abreast of industry trends and best practices to ensure that the events remain at the forefront of the field
- Identify opportunities for sponsorship and exhibitor participation, working with the association President to secure commitments
- Manage the event budgets, tracking all income and expenses to ensure that the event stays within its financial parameters, create budget reports
- Coordination of event speakers and panelists activities (collecting bios, presentations, logistics)

Skills and Qualifications:

- High school diploma or equivalent; bachelor's degree in hospitality, event management, or related field a plus
- 3-5 years of event planning experience
- Substantial portfolio of successfully managed events
- Superb time management, strong ability to stay on task, oversee multiple projects independently, and meet multiple deadlines and deliverables simultaneously
- Superb communication skills; written and conversational, ability to communicate effectively and build relationships with members, vendors, etc
- Appropriate decision making with/without guidance
- Calm demeanor in stressful and busy situations
- Attention to details even when they may seem "small or unimportant"
- Problem solver

Benefits

- Full-time position
- Salary range \$50,000 - \$60,000, based upon experience
- Primarily remote work; does require on site pre-qualification reviews and on site coordination at events (within Michigan)
- Healthcare Benefits
- Matching Retirement
- Paid Holidays and Vacation

To apply, please submit your resume to Info@AIAMnow.com and include "Conference & Event Management Position" in the email subject line.