

Weston-super-Mare Chamber of Commerce



Events Manager

This role supports the President and Vice Presidents in the research and sourcing of events for member meetings, relevant to the requirements of the Chamber. He/she will work closely with the President, Vice Presidents, Secretary and PR.

The incumbent is required to be a current member of the Chamber.

Responsibilities include:

- Organise venues for events
- Contact speakers for events and provide venue details
- Attending the event and greet speakers, or ensuring that another member or officer available, to ensure a warm welcome is given and their needs are catered for
- To ensure the requirements of the speaker are known and ensure appropriate equipment is sourced to enable the speaker to present
- Preparation of the venue for meetings
- On occasion when required, to present the event to members at the Meeting and introduce the speaker
- Collaborating with the President to source and organise events
- Provide the President and PR with final details of the event for promotion to members, the website, the media and social networking