

# Events Coordinator

Schmidt Science Fellows



## About Schmidt Science Fellows

Infectious disease. Climate change. Food insecurity. An aging population. Species extinction. The crises that face our planet and our society are broad, deep, and multi-faceted. They recognize none of the neat boundaries that are often and traditionally applied to science.

We are living in a new era of science, technology, and innovation. Scientific progress and cutting-edge technologies are rapidly accelerating our understanding of the natural and built worlds. Research is global and is helping us to tackle many pressing challenges and improving lives around the world.

In this new era, the best scientists should draw insights from across numerous disciplines, be able to apply new techniques, and possess a broad worldview informed by the intersections between science and society. This is the space we work in.

We believe in a vision of a world where interdisciplinary science flourishes without limit, accelerating discoveries to benefit the world, and driving innovation that improves quality of life for all.

We help scientists solve bigger problems faster by identifying, developing, and amplifying the next generation of science leaders, building a community of scientists and supporters of interdisciplinary science, and leveraging this network to drive sector-wide change.

Schmidt Science Fellows is an initiative of Schmidt Sciences, delivered in partnership with the Rhodes Trust. The Program was launched in 2017 by Eric and Wendy Schmidt.

To learn more about Schmidt Science Fellows and our mission, please watch our film, [‘Science Needs to Change.’](#)



## The Position

We are seeking an Events Coordinator to join our team and support the delivery of multi-scale events for our Fellowship community, partners, and stakeholders. Our annual event portfolio ranges from high-profile flagship gala dinners and showcases for 250+ guests in landmark venues to multi-day, multi-venue convenings for our Fellows, as well as smaller-scale stakeholder dinners. Recent events have been held in California; Toronto; Washington, DC; and Oxford, UK; often in collaboration with leading research universities, other fellowships, and funding agencies. While our events vary in scale and format, our commitment to excellence remains constant.

The role will report to our US-based Head of Events and be expected to form strong working relationships with our programming teams to deliver a rolling

schedule of diverse events. From ideation and venue scouting to final execution, the Events Coordinator will leverage a wide range of strategies and techniques to fulfill the programming leads' and wider teams' vision and objectives for each event.

Our annual program of events includes 3 Science Leadership Programs, each bringing together about 30 Fellows for a week-long convening; a larger annual alumni and stakeholder conference; a smaller-scale alumni science meeting; and various high-profile stakeholder engagement events throughout the year. The Events Coordinator will work with our Head of Events and programming teams to translate their requirements into on-the-ground realities by supporting the following areas:


- Identifying and scouting locations and venues
- Negotiating and managing supplier and contractor relationships
- Establishing logistics plans
- Supporting and executing on-the-ground logistics.

The postholder will be expected to work closely with programming, strategy, and operations leads, and to build effective relationships with partners and suppliers.



## Key Responsibilities

- Provide effective and professional support and coordination for the planning and execution of all Schmidt Science Fellows events.

- Developing and fostering positive relationships with a diverse range of stakeholders including Fellows, Program Team, board members, sponsors, vendors, Schmidt Sciences and Rhodes Trust colleagues, etc.
  - Support the ideation, planning, and execution process for all Schmidt Science Fellows events, including vendor communications, venue selection, and all relevant logistical needs.
  - Specific duties include, but are not limited to:
    - Working collaboratively with Schmidt Science Fellows team members through the entire event life cycle, from design to delivery, taking primary ownership of relevant logistics, management, and on-the-ground execution, as assigned.
    - Acting as the project manager for the major events, building out the execution tracker for each event and monitoring project status across team before relevant planning meetings.
    - Undertaking initial venue research and preparing briefings for the Head of Events review before presenting to programming leads and leadership.
    - Sourcing and preparing contracts for suppliers and vendors for each event.
    - Working with Communications and Operations colleagues to design event materials, including signage, printed materials, and place cards. Ensuring all materials have a cohesive look and feel for each event and, when working with external vendors, ensuring timelines are met.
    - Working with Communications and Operations colleagues, ensuring any website related content and mobile app content is updated as necessary.
    - Researching and preparing suggestions for social activities for delegates within the program, including preparing reports for review by Head of Events ahead of submission to program leadership.
    - Sourcing and confirming transportation vendors and manage delivery on the ground.
    - Advancing venues as directed, ensuring venue, partner, and supplier preparations are completed ahead of delegate arrivals, including signage, AV needs, catering etc.
    - Ensure all event AV needs are met, including presentations, live streaming, and speaker requirements.
    - Managing the design and delivery of smaller-scale events within larger programs, e.g. lunches, dinners, and workshops.
    - Supporting contracting and budget tracking work across events.
    - Manage vendors before, during, and after events as directed.
    - Acting as a professional point of contact for the Program and Events Office at all times during events.
    - Catering management to include the building of menus for all meals, ensuring dietary requirements are considered and met.
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- Contributing to internal staffing plans and related logistics to ensure each event is properly staffed across all roles and departments.
- Bringing a creative/unique lens to how best to utilize event design to build community at convenings.
- Other duties as assigned.



## Knowledge, Skills, and Attributes

- Experience in supporting a range of events, including high-profile, innovative, external-facing events, from ideation and planning to logistics and delivery.
- Experience working in a complex and fast-paced environment with multiple external stakeholders.
- Possess first-class customer service skills with an ability to work and communicate with groups that span organizational seniority, multiple nationalities, and a wide range of cultural backgrounds.
- Ideally, has experience of partnership working, including in the not-for-profit, higher education, and/or scientific sectors, or can demonstrate an understanding of how one can manage partnership working.
- Demonstrates excellence in work plan prioritization, multitasking, and proactive project management.
- Highly detail-oriented.
- Demonstrated team player with a “roll up your sleeves” attitude and record of impact in high-intensity, evolving, team-based environments.
- Be a reliable self-starter who can self-motivate and manage own work area while recognizing when to engage program leaders and colleagues.

- Have a positive, values-based, collaborative working style with a clear commitment to the highest delivery standards, ethics, and confidentiality.
- Support a positive and engaged team ethos, in line with our Schmidt Science Fellows team values.
- Possess excellent written and verbal communication skills.
- Experience with modern office procedures, MS Office Suite, GSuite, and Zoom. Salesforce CRM experience is an advantage.
- Willingness to be flexible regarding workflows, responsibilities, and ways of working.
- Ability to manage international working and working across multiple time zones.
- Ability to work with the highest levels of personal integrity and professional discretion.

## Requirements

- Have at least three years of work experience in convening management/production in an events role.
- Have a college/university degree or equivalent from an accredited institution.
- Be able to co-work at our offices in Tysons Corner, Virginia two days a week and be able to travel frequently within the U.S. and internationally with notice, for up to 10 days at a time.

## Terms of Appointment

We are looking for the successful candidate to start as soon as possible.

The position is a two-year fixed-term contract role.

Further terms and salary will be discussed with candidates.

## To Apply

Schmidt Science Fellows is an equal opportunity employer. We warmly welcome applications from talented people of all backgrounds and appoint without regard to age, disability, gender, gender identity, gender reassignment, sexual orientation, pregnancy or maternity, parental status, marital or civil partner status, race, color, ethnic or national origin, nationality, religion, or belief.

Applications will be reviewed on a rolling basis, with first-round interviews by video call for suitably qualified candidates. Shortlisted candidates will be invited to an in-person panel interview.

Please send your curriculum vitae (no longer than three pages) plus a cover letter (no longer than two pages) and the contact details of at least two references (these will not be contacted without the applicant's permission) to [careers@schmidtsciencefellows.org](mailto:careers@schmidtsciencefellows.org)