



Schmidt Science Fellows in partnership with the Rhodes Trust

Events Manager Candidate Information Pack



Events Manager

BACKGROUND

We are 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 increasingly global and can affect a wide range of pressing societal challenges. 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.

The Schmidt Science Fellows program provides the world's best emerging scientists with skills and perspectives to develop novel solutions to society's challenges, become scientific and societal thought leaders, and accelerate ground-breaking discoveries.

Schmidt Science Fellows is an initiative of [Schmidt Futures](#), delivered in partnership with the [Rhodes Trust](#). The program has an initial commitment of at least \$25 million for the first three years and is the beginning of a broader \$100 million effort by Eric and Wendy Schmidt to promote scientific leadership and interdisciplinary research over the next decade and beyond.

The program is based in Rhodes House in Oxford, United Kingdom, with team members also located in the United States in both the metro Washington DC and New York areas. We are seeking an Events Manager to deliver our annual flagship convenings (Global Meetings, Alumni Convenings, etc.) from ideation to execution. These events are held at various locations around the world to enable our

Fellows and Alumni to build community, hone their leadership and scientific skills, visit leading science facilities, and engage with internationally renowned thought-leaders from science, business, policy, and society.



THE POSITION

Reporting to the Director of Global Meetings of the Schmidt Science Fellows program, the Events Manager will work with the Schmidt Science Fellows team to deliver their annual flagship convenings from ideation to execution. The position holder will serve as a driving force on strategy, implementation, project management, event partnership management, attendee management and operational execution in support of all annual Global Meetings, the Selection Announcement Event, and Alumni convenings. The Events Manager will be a critical member of the team and drive the execution of best-in-class convenings that support the program's mission and the development of each of the Fellows throughout their Fellowship year and beyond.

Key Responsibilities

- Drive the planning and delivery of all events/convenings under the supervision and direction of the program's Director of Global Meetings. This includes primarily the Global Meeting Series (three, week-long convenings per year), alumni convenings (one major annual convening and two smaller network/reunion gatherings per year), and an annual Selection Announcement Event as well as other events as assigned and necessary to deliver on our mission (e.g., stakeholder dinners).
- Collaborate with Schmidt Futures' Manager of Program Implementation on the Selection Announcement Event and any event involving the Schmidt Family.
- Specific duties include, but are not limited to:
 - Working collaboratively with Schmidt Science Fellows team members at every stage, from event design to delivery, while taking primary ownership of logistics, management, and on-the-ground execution during events.
 - Managing event calendars, workplan tracking and leading internal coordination to ensure timely planning and flawless execution of event logistics in the lead up to events.

- Conducting venue research and managing site visits and selection, set up, space allocation and the master production schedule for events.
- Managing stakeholder relationships including program sponsors and partners, Fellows, local event staff at host institutions/venues, administrators at host institutions, vendors, etc.
- Coordinating attendee travel (air/ground transport/accommodation) and all event food and beverage plans.
- Managing event budgets including coordinating with internal and external stakeholders, collating relevant information, processing invoices, and scheduling regular budget reviews.
- Negotiating all relevant venue and vendor contracts and swiftly becoming familiar with market pricing in locations where events are being held.
- Overseeing internal staffing plans and related logistics to ensure each event is properly staffed across all roles and departments.
- Drafting clear and concise documents relating to event production including contracts, MoUs, event brief/debrief documents and more.
- Working in conjunction with communications colleagues and external vendors on all event content for printed, mobile app and web materials; creating a cohesive event 'look and feel' and ensuring that print/production timelines are met.
- Bringing a creative and unique lens to how best to utilise event design to build community at convenings.
- Other related duties as assigned.



KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

The ideal candidate will have the following skills, experience and qualifications:

- Demonstrated highest levels of excellence in workplan prioritization, multi-tasking and proactive project management.
- Highly detail oriented and familiar with all meta and tactical aspects of managing a convening from idea to execution.



- Self-sufficient and strong ownership of end-to-end event management, including all associated administrative tasks.
- Demonstrated team player with ‘roll up your sleeves’ attitude and record of impact in high-intensity, evolving, team-based environments.
- Possess first-class diplomatic skills with an ability to work and communicate with groups that span organizational seniority, multiple nationalities, and diverse cultural backgrounds.
- Be a reliable self-starter with an ability to 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 standards of delivery, ethics and confidentiality.
- Excellent written and verbal communication skills.
- Comfortable working remotely and using/leveraging video conferencing software; a track record of agile and creative ability to transition in person convenings to virtual modalities.
- Experience with MS Office Suite, GSuite, Zoom, and Slack. Salesforce CRM experience a plus.
- Willingness to be flexible regarding workflows, responsibilities, and ways of working.
- Willingness to be flexible regarding work hours, as we are an international organization with administrative hubs in the US and UK with partners and Fellows placed around the world.

Requirements

- Have at least five years of work experience in international convening management/production in the business, government or philanthropic sectors.
- Have a college/university degree or equivalent from an accredited institution.
- Be based in the Washington, DC metro area and be able to travel frequently within the U.S. and internationally with notice, for ~1-2 weeks at a time (once it is safe to do so).



COVID-19 Considerations

- Until it is safe to return to in-person meetings, work with the Director of Global Meetings and the Schmidt Science Fellows team to deliver outstanding, comprehensive, and cohesive virtual convenings.
- Leverage technology and best practices in virtual curricular design to ensure community development, cohort bonding, skills development, and collaboration in the virtual convenings.



START DATE AND LOCATION

We are looking for the job-holder to start as soon as possible. Schmidt Science Fellows has two “hubs” where team members work: Oxford, England, and metro Washington, DC. We are looking to hire the Event Manager in the metro Washington, DC area.

TERMS OF APPOINTMENT

Subject to satisfactory performance after a six-month performance review, this is a permanent role.

COMPENSATION

Competitive and commensurate with experience.



TO APPLY

Please send your curriculum vitae (no longer than three pages) plus cover letter (no longer than two pages) and the contact details of at least two references (these will not be contacted without applicant's permission), to cnorton@schmidtsciencefellows.org by January 18, 2020.

Enquiries about the vacancy can be directed to Christine Norton at cnorton@schmidtsciencefellows.org

Please visit the website <https://schmidtsciencefellows.org/> to learn more about Schmidt Science Fellows.

