

## **Event Planner Lead**

The Events Lead position is key to the Women Leaders in Pharma (WLP) success and requires a highly organized, creative, detail oriented, self-starter to serve as lead for event planning. The Events Lead must be able to anticipate project needs, discern work priorities, and meet deadlines.

### **Committee Mandate include:**

- Manage all aspects of event planning for Women Leaders in Pharma events for the TO Chapter.
- Create and manage the event timelines, programs, and task list for all events to ensure organization with the event planning process.
- Brainstorm new ideas for events and topics/speakers along with the executive team.
- Work with Communication lead to support development of communication materials for events.
- Negotiate costs and services with vendors: book event space, arrange food and beverage, order all supplies/decoration, coordinate audiovisual equipment, make travel arrangements, etc.
- Work with venues to create or revise room layouts and seating arrangements as necessary.
- Manage on-site production and clean up for events as necessary.
- Organize and manage registration, and attendee check-in processes.
- Manage the follow-up with vendors, sponsors, and staff members following each event.
- Research venues, coordinate appointments
- Develop a schedule of engaging events for the calendar year with the executive team.

### **Responsibilities:**

- Lead the team and all event planning and production meetings and discussions.
- Organize and lead collaboration with the Communications Lead on all event marketing.
- Secure guest speakers and entertainment: review speeches, write scripts for staff members.
- Assist with preparing budgets alongside the President and provide progress reports for events.
- Keep track of event finances including check requests, invoicing, and reporting.
- Prepare and modify event contracts as requested.

### **Qualifications and Experience**

- Superb organizational skills. Accuracy and attention to detail required. Commitment to exceptional work quality and standards.
- Ability to lead a large team of volunteers.
- Effective interpersonal skills and ability to work with cross-functional teams.

- Ability to prioritize and manage numerous projects at once and ability to work in a fast-paced, changing environment.
- Ability to work independently and as a team member. Must be a motivated, self-starter and able to function productively and effectively with a degree of autonomy.