Events Producer

Team	Events & Conferences
Position summary	The Events Producer produces assigned virtual events in collaboration with the Events & Conferences Team to align with the association's purpose, mission, and strategic priorities.
Key responsibilities	**Planning and Preparation** • Plan, prepare, organize and execute the production of assigned virtual events together with the Events team and event hosts and speakers. • Collaborate with the event hosts and speakers on how to engage the audience during events using Q&As, games etc. • Plan and prepare event-specific segments such as breakout rooms, polls, Q&As, etc. • Manage all production technical aspects, including setting up Zoom meetings or webinars, or other event software, configuring settings, and ensuring all equipment is ready. • Prepare rights-free or correctly licensed music to be played at the events. • Oversee all event production planning logistics to ensure excellent execution and a high-quality experience for attendees. **Production** • Controls the event recording process, including the start, pause, and end. • Manage the waiting room and chat in collaboration with event co-hosts. • Manage timekeeping to ensure events follow a pre-set schedule, including starting and ending on time. • Produce events in a way that aligns with the association's purpose, mission, and strategic priorities. **Post-Production Analysis** • Use insights gained from post-event analysis to refine and improve future events. • Track and report on event metrics such as participation, engagement in chat, feedback etc. **Continuous Improvement** • Manage and evaluate event platforms for optimal user experience by volunteer staff and participants, ensuring the availability and usability of features such as AI tools, recordings, breakout rooms, chat and Q&A capabilities, polls, etc. • Stay current with industry trends, best practices, and emerging technologies in event management. • Experiment with new formats, technologies, and approaches to enhance the impact and reach of association events.

Qualifications	• Proven experience in event planning and proficiency in event production, particularly with virtual events on platforms like Zoom, Ring Central, Teams and other virtual event tools, as well as basic troubleshooting events management skills. • Innovative mindset with the ability to develop engaging and interactive event format and strong organizational and multitasking abilities, with attention to detail and the ability to manage multiple events simultaneously. • Excellent collaboration, leadership, communication, and interpersonal skills. • Experience volunteering with a growing organization, especially a professional association, is preferred. • Passionate about providing effective, meaningful, and satisfying solutions for presentation enthusiasts that will support them in their career and business journey.
Time commitment	• Attend monthly team meetings, plus recurring check-ins, cross-team, workgroup, and committee meetings as needed. A minimum of 75% attendance is required. • Work an average of 3-5 hours per week on organizational activities, including active, regular collaboration and communication in our Microsoft Teams workspaces.