

**Position: Head of Events**

Are you passionate about creating memorable experiences and forging valuable connections? The Consulting Club of the University of St. Gallen is seeking a dynamic individual to serve as our Head of Events. This role is instrumental in planning, coordinating, and executing a diverse range of events in collaboration with our partner companies, aimed at providing unique networking opportunities and fostering professional development within our community.

**Responsibilities:**

**Event Planning and Execution:** Lead the planning and execution of a variety of events, including social gatherings, workshops, dinners, and more, in partnership with our esteemed corporate partners. From conceptualization to implementation, ensure that each event is meticulously planned and flawlessly executed to exceed expectations.

**Program Development:** Develop innovative event concepts and formats that cater to the diverse interests and needs of our members, offering enriching experiences and opportunities for learning, networking, and professional growth. Stay abreast of industry trends and best practices to continuously enhance the quality and relevance of our event offerings.

**Logistics Management:** Oversee all logistical aspects of event planning, including venue selection, budgeting, scheduling, catering, audiovisual setup, and onsite coordination. Ensure seamless coordination with vendors, suppliers, and internal stakeholders to deliver exceptional event experiences.

**Promotion and Outreach:** Collaborate with the marketing team to promote upcoming events and generate excitement within the club community and beyond. Leverage various communication channels, including social media, email newsletters, and targeted outreach, to maximize event attendance and engagement.

**Qualifications:**

Strong organizational and project management skills, with the ability to manage multiple tasks and deadlines simultaneously.

Excellent interpersonal and relationship-building abilities, with a customer-centric approach to partner and member engagement.

Creative thinking and problem-solving skills to conceptualize innovative event concepts and overcome logistical challenges.

Detail-oriented mindset with a focus on delivering high-quality, memorable experiences for attendees.

Effective communication skills, both written and verbal, to articulate event details and collaborate with internal and external stakeholders.

Prior experience in event planning, project management, or related fields is preferred.

Join us in shaping the future of the Consulting Club of the University of St. Gallen through impactful events that inspire, connect, and empower our members. If you thrive in a fast-paced environment, enjoy bringing ideas to life, and are passionate about creating meaningful experiences, we invite you to apply for the role of Head of Events and be a driving force behind our vibrant event portfolio. Apply now and embark on an exciting journey of innovation and collaboration!