

About the University:

O. P. Jindal Global University (JGU) is a world class University at the National Capital Region, Delhi (Sonipat), India. JGU has established six schools: Jindal Global Law School (JGLS), Jindal Global Business School (JGBS), Jindal School of International Affairs (JSIA), Jindal School of Government and Public Policy (JSGP), Jindal School of Liberal Arts and Humanities (JSLH) and Jindal School of Journalism and Communication (JSJC).



**Research Focused | 1:13 Faculty Student Ratio | 20% International Faculty |
15 Programmes | 180 International Collaborations | 1500 Publications**

Job Title:

Events – Assistant Director

Primary Work Location:

University Campus, Sonipat (NCR of Delhi)

Job Summary:

To produce events from conception through completion and provide outstanding service and organizing memorable events to meet quality expectations.

Job Tasks and Responsibilities:

- To liaison with internal stakeholders to find out the exact event requirements;
- To produce detailed proposals for events (for example, timelines, venues, suppliers, staffing and budgets);
- To research venues, suppliers and contractors, and then negotiate prices and hire;
- To manage and coordinate suppliers and all event logistics (for example, venue, catering, travel);
- To liaise with communication team to publicise and promote the event for generating interest;
- To manage all pre-event planning, e.g. organising guest speakers and delegate packs;
- To coordinate suppliers, handle stakeholders and troubleshoot on the day of the event to ensure that all runs smoothly and to budget;
- To manage a team of staff, giving full briefings;
- To organise facilities for car parking, security, first aid, hospitality and the media;
- To make sure that insurance, legal, health and safety obligations are followed;
- To oversee the dismantling and removal of the event and clear the venue efficiently;
- To conduct pre- and post – event evaluations and report on outcomes

Other Skills:

- Organisational skills and attention to detail;
- Communication and interpersonal skills;
- Negotiation skills when looking for the best price quotes from venues, suppliers and contractors;
- Time-management skills and the ability to work under pressure to ensure the efficient running of an event;
- Project management experience;
- Problem-solving skills;
- Sales and marketing skills to promote the event and attract sponsorship;
- Ability to manage budgets as the incumbent will be responsible for event budgets;
- A flexible, target-driven, proactive approach;
- Administrative and IT skills;
- Self-motivation and enthusiasm.

Experience & Qualification:

- Minimum 10 to 12 years of relevant work experience
- Master's degree from a reputed Institute/ University