

JOB PROFILE	JOB REQUIREMENTS
<p style="text-align: center;">JOB FRAMEWORK</p> <p><u>Job Title:</u> Event Manager <u>Job location:</u> EU Delegation to Azerbaijan, Baku <u>Area of Activity:</u> Cooperation Section</p> <p style="text-align: center;">JOB CONTENT</p> <p>Overall purpose:</p> <ul style="list-style-type: none"> • Support in the Organisation of Eurovillage 2015 event planned for 19 September 2015. <p>Functions and Duties: Providing temporary (2 working months in the period July- September 2015 with mid-August to mid-September being the most intensive period and where full time input is required) support to the EU Delegation in the organisation of eurovillage – a major visibility event foreseen on 19 September 2015 for which the delegation has contracted the services of a communication bureau</p> <ul style="list-style-type: none"> • Working closely with all participating EU Member States to prepare and coordinate the event • Ensure with the dedicated communication bureau responsible for the organisation of eurovillage that all arrangements have indeed been put in place to ensure proper preparation and excellent organisation of the event. This includes daily supervision of the communication bureau in charge of eurovillage, including in: <ul style="list-style-type: none"> ○ identifying and negotiating terms for a suitable location; ○ providing minimum 20 tents/stands of at least 4x2 m for EU Member State Embassies with appropriate signage and banners; ○ providing double size tent/stand for the EU Delegation, including design and construction of content; ○ providing minimum 2 activity tents (potentially photo-booth and karaoke, but to be confirmed); ○ providing main stage of at least 5x3 m with full sound and lighting equipment; ○ providing catering area (not including catering); ○ providing Master of Ceremonies speaking English and Azerbaijani; ○ providing travel and accommodation budget for minimum 3 European artists with their bands for main stage performance; ○ providing surveyors evaluating public satisfaction; ○ providing support in mobilization of volunteers to run the event; ○ planning and implementing PR campaign leading up to event; • Accomplish other ad-hoc tasks as directed by the Head of Cooperation and/or Head of Delegation. 	<p>EDUCATION AND TRAINING</p> <p>University Degree or higher in relevant field.</p> <p>EXPERIENCE</p> <p>Experience in event management.</p> <p>KNOWLEDGE</p> <p><u>Specialist knowledge (know what)</u></p> <ul style="list-style-type: none"> • Experience in organising large scale events, media campaigns, including use of social media. <p><u>Technical knowledge (know how)</u></p> <ul style="list-style-type: none"> • Fully computer literate • Excellent command of word processing and spreadsheets <p>SKILLS</p> <p><u>Linguistic skills</u></p> <ul style="list-style-type: none"> • Fluent written and spoken English • Knowledge of Russian/Azerbaijani is an advantage <p><u>Communication skills:</u></p> <ul style="list-style-type: none"> • Capacity to communicate clearly and concisely and to present technical matters in a simple way • Good written skills <p><u>Interpersonal skills:</u></p> <ul style="list-style-type: none"> • Ability to listen and understand, to consult and to share information and ideas • Ability to work in a team in a multi-cultural environment • Sense of responsibility • Result-oriented • Self-motivated <p><u>Intellectual skills:</u></p> <ul style="list-style-type: none"> • Strong analytical skills <p><u>Management skills/Organisational skills:</u></p> <ul style="list-style-type: none"> • Excellent organisational skills • Ability to meet deadlines, even under pressure • Ability to train staff