

Project & Event Manager

MARCH 2024

Project and Event Manager

Role

Project and event managers are responsible for all administrative tasks related to the ongoing operation of our networks. They are in direct, regular contact with the offices of CEOs, corporate directors, top government officials, and other senior leaders – and are highly successful at building and maintaining these relationships. **The ideal project and event manager will have superior organizational skills, excellent oral and written communication, strong attention to detail, technical expertise in Microsoft Office and Zoom, and the ability to work effectively across multiple projects in a fast-paced and highly collaborative setting.**

Responsibilities include:

Team support

- Strategic scheduling of all internal and external team calls and meetings
- Generation of team meeting agendas and meeting minutes; Determine, communicate, and accurately track meeting action items
- Administer team file-sharing space and coach team members on usage practices
- Travel support for team

Network and member support

- Develop strong working relationships with network members, sponsor executives, and guests via direct communication or through their executive assistants; keep team aware of relationship quality or member/sponsor issues as they arise
- Generate project timelines, identify key milestones, and monitor deadlines
- Support document preparation and distribution including Network meeting portal creation, i.e., proofread all external-facing documents; identify and correct document format issues; generate Network meeting agendas, bios, and supplemental/pre-meeting materials; distribute electronic material as needed
- Maintain CRM tool; coach team members on usage practices; and provide timely updates on member/participant contact information, company details, and meeting attendance

- Anticipate and plan for requirements of tasks, execute tasks in a timely manner, and flag concerns to the team promptly

Event support

- Manage event production for all in-person, hybrid, and virtual meetings (e.g., printing, copy editing, hotel logistics, AV/IT logistics, meeting portal); ensure that high standards for service quality and delivery deadlines are met consistently
- Coordinate meeting requirements and act as Tapestry's main voice with meeting venue management including working with sponsor/client staff as needed
- Provide a welcoming atmosphere at on-site events; provide administrative and logistical support to team, members, guests, and sponsors/clients; quickly solve problems as they emerge, whether in person, hybrid, or virtual
- Competency in all Zoom/Teams features including activating polls, breakout rooms, and spotlights; actively updating team on new features as they emerge
- Work in collaboration with finance coordinator regarding pre-meeting budgeting and post meeting reconciliation; timely submission of meeting expenses

Company support

- Provide administrative support to one or more Tapestry leaders, including expenses, travel, and heavy calendar management
- Provide collaborative support for other networks or internal Tapestry projects
- Provide constructive feedback on practices to continuously improve Tapestry's processes

Candidate Profile

The ideal project and event manager will have very high standards for his or her work, with great attention to detail and timely follow-through.

Key competencies include:

- Strong oral and written communication skills
- Ability to learn, adapt, and operate in a remote working environment
- Attention to organization and detail
- Intellectually curious
- Proactive mindset and approach
- Ability to multi-task and prioritize work streams
- Commitment to teamwork
- Open to feedback and learning

Desired background and qualifications include:

- BS/BA degree (or equivalent) and 2-3 years' professional experience in an environment with senior-level executives
- Willingness and ability to travel, including potential international travel, at least 10–12 times per year