

Singapore Space & Technology Association

is currently seeking a creative and meticulous individual to join us in creating relevant content for the industry

Job Title: Conference Production Manager / Senior Manager
Reports to: Executive Director
Date: November 2018
Experience: Events or workshop organisation experience preferred
Type: Full time.

Role

You will be working directly with the management on one of our most important platform. This is a unique experience to work directly with one of the most talented individuals in our business and a thought leader in the space technology industry.

Your role includes but not limited to:

- **Lead** the development of the conference business plan, conference programme, event brief and instruction manual
- **Plan and Lead** the execution conference production activities such as topic and market research, testing commercial viability of the conference programme, inviting and confirming speakers, content generation, timeline management, taking minutes of meeting and follow up on the discussed activities, etc.
- **Create** new relevant programs and ad-hoc workshops
- Writing and editing conference marketing materials like brochures and EDMs
- Coordinate the maintenance of statistical databases
- Work with interns and volunteers on the execution of the event
- Attend and play a critical role in the delivery of our world class conferences

What you will need

- Communicate and build relationships with potential business partners, associations and vendors
- **Extremely Good** project management skills
- Ability to receive feedback

- Hands-on experience on various aspects of conference production

Requirements

- Able to command well in English and Chinese language, and even better, command of one or more of the Asian languages such as: Japanese, Korean or Bahasa Indonesian
- Passionate and willing to learn about conference management, market research
- Able to work as an intern in Singapore with one of the following status:
 1. You are a Singaporean or Singapore permanent resident
 2. Able to work on weekends and late nights due to events requirements
- Local Singaporean or Permanent Resident preferred
- Possess these skills
 - Outstanding Excel and Powerpoint skills
 - Animation tools
 - Photoshop
 - Wordpress
 - Ability to code for website will put you in good stead