

Job Description

Role Title	Reports to
Events & Engagement Manager	COO and Head of School
<p>Purpose of the role</p>	
<p>As the Events & Engagement Manager, who supervises the staff of the Events & Engagement team you will be coordinating events related to activities that generate income for the school and also events that do not generate income. In addition, you will be part of the larger Marketing and Admissions Department and will at times assist within this broader Department. Job roles and responsibilities will include the following:</p>	
<p>Responsibilities</p>	
<p>1. Camp</p> <ul style="list-style-type: none"> - Summer School Camps - Swimming Camps - Sports Training Camps - Others <p>2. School Events</p> <p>To coordinate with other departments in organizing school activities as follows</p> <ul style="list-style-type: none"> - Basketball Challenge Cup - Soccer's 7's - FOBISIA Events - Flying Fish - Sports Tournament - BISP Challenge - Other events as assigned by the Line Manager <p>3. Special revenue from special camp, group, tournament to use the school facilities as follow;</p> <ul style="list-style-type: none"> - Football fields - Swimming Pools - Boarding House - Gymnasium/ Fitness room - Others - Preparing a contract to use the premises and various facilities that generate income for the school - Coordinate with other departments to facilitate the outsiders who come to use the premises and facilities of the school 	

4. After school activities, Extracurricular activities and other sports activities

- Preparing contracts and manage the revenue which receive from school activities and teaching class using the school premises
- Supply of billing information to Accounts Department in order for them to issue invoices and collect payments

5. Others

- Assisting with school tours for prospective parents, if required
- Support School Shop at peak periods, if required
- Other duties as assigned by Line Manager

Person Specification

Essential

Desirable

QUALIFICATION AND EDUCATION

Education:

- A Bachelor's degree in Event Management, Marketing, Business Administration, or a related field
- Relevant professional certifications in event management or related disciplines would be an advantage

Experience:

- Proven experience (3+ years) in event management, with a strong track record of successfully organizing both income-generating and non-income-generating events
- Experience in coordinating large-scale events, including sports, school functions, and camps
- Knowledge of handling contracts, billing, and coordinating with various departments and external groups

Skills:

- Strong organizational and time management skills, with the ability to handle multiple tasks simultaneously
- Excellent communication and interpersonal skills, capable of working with a wide range of stakeholders including internal staff, external vendors, and participants
- Ability to work independently and as part of a team
- Proficient in using event management software and other related tools
- Strong financial acumen, with experience in managing budgets and revenue generation for events

- Ability to work flexible hours, including evenings and weekends, as required for events and special activities
- A passion for or sports, school events, and extracurricular activities, and a commitment to providing a high-quality experience for participants and the school community