

## **About EAGE (European Association of Geoscientists and Engineers)**

EAGE's main activities consist of the organisation of conferences, workshops, exhibitions and courses worldwide. We also publish the monthly magazine First Break for our members, scientific journals as well as many other scientific books that are available in our (online) Bookshop. We are an international organization with 19,000 members all over the world. The majority of our members work in the oil, gas and mining industry. EAGE's main goal is to share knowledge, promote innovation and technical progress, and to foster the communication, fellowship and cooperation between those working in, studying or otherwise being interested in these fields. We have over 90 employees worldwide, with offices in The Netherlands (Europe office), Moscow, Dubai, Kuala Lumpur and Bogota.

For our Europe Office in Houten (Utrecht, the Netherlands) we are currently looking for a fulltime:

## ***Event Manager***

### **What are your tasks and responsibilities?**

- You are responsible for the organization and realization of EAGE Events; conferences, workshops, courses and exhibitions.
- You set up an event plan for the organization of an event, including time schedule, budget, communication/advertising plan and technical program.
- You discuss feasibility of the event with colleagues of the Development department.
- You execute large exhibitions (over 10.000m<sup>2</sup>).
- You monitor the preparation for the event with regards to time, budget and quality and you take action in case of changes or unexpected developments.
- You align relevant parties involved, such as chairman, suppliers, committee members, authors, internal departments, etc.
- You prepare and manage Service Level Agreements with suppliers.
- You analyse relevant developments in the field or in your own area of expertise and you incorporate this into advice on events to the Manager Events Department.
- You contribute to strategies for risk management and mitigation.
- You manage an event team with Event Coordinators and Event Assistants.

### **What qualifications do you need?**

- Bachelor degree, preferably with specialization in Event Management.
- A minimum of 5 years relevant working experience with large scale international events and 'paper handling'. Preferably within a similar organization.
- Experience in working with committees.
- Excellent knowledge of English.
- A valid working permit for the Netherlands.
- Resident of the Netherlands.

*For this position we are looking for a proactive team player with good organisation skills, who is accurate and has a hands-on mentality.*

### **EAGE offers**

- A competitive salary;
- 30 paid holidays;
- Non-contributory pension;
- Personal training budget.

*Acquisition as a result of this vacancy is not appreciated!*

# EAGE

EUROPEAN  
ASSOCIATION OF  
GEOSCIENTISTS &  
ENGINEERS

**Apply now!**

Send in your resume together with a motivation letter to application URL:

<https://eage-holding-bv.onlinevacatures.nl/en/Vacancy/Apply/77859>

Please indicate your current salary package and notice period.

We can only consider candidates who have no restrictions on working in the Netherlands and, ideally, are already living in close proximity to Houten/Utrecht.

For more information please contact Elsbeth Koutsoglou (Director Operations).

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