



MMW Events Coordinator– Willoughby Ohio

From a wide variety of magazines, websites, eNewsletters and online projects to seminars, trade shows, and custom print, **Meister Media Worldwide** is the leading communication and information center for worldwide, specialized agriculture.

Meister Media Worldwide is poised to take the next step in building our rapidly expanding event business by adding an MMW Events Coordinator to the Events team. The Events Coordinator will focus primarily on attendee development through Cvent registration and event website building (and update) and speaker logistics. Coordinator will also be responsible for specific specialty events and will provide departmental support.

Responsibilities - Include but not limited to:

- Attendee development through Cvent outbound marketing, building of registration and event websites.
- Update event website and registration information.
- Speaker logistics including photo request, fulfill AV requirements, advise on presentation deadlines. Follow up and arrange hotel, travel, honorarium, etc.
- Prepare and maintain in-house lists including registration and speaker information.
- Provide superior customer service to all constituents.
- Work with venue to coordinate food & beverage, audio visual needs, and space requirements as required for assigned events.
- Develop meeting and marketing materials in collaboration with Marketing, eMedia, Media Services and other departments.
- Provide departmental support to Events Director and Manager as needed.
- Provide onsite support, as needed.

Qualifications

- Previous event or tradeshow experience.
- Superior customer service skills.
- Strong organizational and communication skills.
- Must be deadline oriented and work well under pressure.
- Ability to travel, potentially internationally.
- Available to work some evenings and weekends.
- Knowledge of event management software a plus, Cvent preferred.
- Knowledge of basic Microsoft Office including Outlook, Word, and Excel.
- Spanish fluency a plus.

Additional Information

- Accepting candidates from media, event and trade show industries.
- Local candidates only, no relocation (Greater Cleveland Area).

Meister Media Worldwide offers a competitive compensation and benefits package including base salary, bonus opportunity and 401(k) and Profit Sharing Plans.

Please submit resume and salary requirements via email to careers@meistermedia.com or by mail to:

Meister Media Worldwide
Attention HR - EC
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