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"Together to save our aquatic wildlife"

JOB DESCRIPTION : Events manager

We are seeking an **experienced** and **detail-oriented** Event Manager to plan, organize, and execute a wide range of events, from corporate meetings and conferences especially the Street Whale event that AMMCO organise annually to promote and celebrate ocean and marine biodiversity protection. The ideal candidate will have a strong passion for event planning, excellent organizational skills, and the ability to manage all aspects of event logistics to ensure a seamless and successful experience for clients and attendees.

Location: Remote work position, no specific location required but preferably based in Douala (or Yaoundé). AMMCO has an office in Yaoundé but your position will require you to travel between the different work sites (Dizangue, Limbe, Douala, Kribi).

Application deadline: October 15, 2023

Responsibilities:

1. Event Planning and Conceptualization

- Collaborate with AMMCO and other stakeholders (government entities, private sectors, NGOs, universities, research institutions, fishers, and others) to define event objectives, themes, and requirements.
- Develop creative event concepts and proposals that align with AMMCO goals.

2. Budget Management

- Create detailed event budgets, ensuring that expenses align with revenue sources.
- Monitor and control event finances to stay within budget constraints.
- In collaboration with the RAF, ensure the conformity of the financial credentials of service providers, participants or any other person to be paid

3. Venue Selection and Coordination

- Research, visit, and select suitable venues based on event specifications.
- Negotiate contracts, secure bookings, and manage venue logistics.

4. Vendor and Supplier Management

- Identify and engage vendors, including caterers, decorators, audiovisual services, and transportation.
- Negotiate contracts, review quotes, and oversee vendor relationships.

5. Logistics and Setup

- Coordinate all logistical aspects, including transportation, accommodation, and equipment.
- Plan and oversee event setup, ensuring that decor, seating arrangements, and signage meet client expectations.

6. Marketing and Promotion

- Develop and implement marketing strategies to promote events.
- Create promotional materials, manage email campaigns, and oversee social media advertising.
- Work in close collaboration with the Communication manager in order to promote the event through different channels – fliers, social media, radio, television, etc.
- Ensure the communication and engagement objectives of the event are achieved pre- during and after the event.

7. Speaker and Entertainment Booking

- Identify, negotiate with, and book keynote speakers, presenters, or entertainment acts.
- Coordinate travel, accommodations, and technical requirements for performers.

8. Registration and Ticketing

- Establish and manage online registration systems.
- Monitor ticket sales, maintain attendee lists, and address registration inquiries.
- Prepare invitation and send them out to participants/guests ahead of time

9. Event Timeline and Schedule

- Create detailed event schedules and timelines.
- Ensure that all activities run smoothly according to the planned schedule.

10. Sponsorship and Fundraising

- Seek sponsorship opportunities and partnerships to support event funding.
- Develop sponsorship packages and fulfill sponsor commitments.

11. Risk Management and Security

- Identify potential risks and develop contingency plans.
- Implement safety and security measures to protect attendees and assets.

12. On-Site Event Management

- Oversee event operations on the day of the event.
- Manage event staff and volunteers, provide leadership and motivation in order to ensure synergy throughout the period of an event
- Address any issues, emergencies, or last

13. Post Event

- Analyse the event's success and prepare reports to AMMCO's President

14. Relationship

- Communicate, maintain, and develop a long-lasting relationship with partners (government entities, private sectors, NGOs, universities, research institutions, fishers and others, etc.)
- Manage vendors or suppliers in a professional manner
- Be in charge of hiring personnel (DJs, artists, etc.)

Requirements:

- Bachelor's or Master's degree in Communication, Event Planning, Management or other related discipline
- 2+ year experience in organizing events in Cameroon (international experience is an asset)
- Must possess computer skills: he/she should be able to use Microsoft suite to make quotations and event presentations, send and receive emails
- Good ability to engage/federate different types of stakeholders
- Very good command of English and French
- Ability to engage in multi-tasking effectively
- Ability to work well under intense pressure
- Ability to work easily in a team and to manage one if necessary
- Thoroughness and attention to detail
- Organizational skills
- Creativity

Conditions: Full time position with a fixed term contract, 1 year renewable (alternative options can be discussed)

Starting date: As soon as possible

How to apply: To apply, please email a CV (with 2 references) and cover letter (maximum 2 pages) with the subject "Application for the position of Events Manager", detailing how you match the job description and personal requirements to info@ammco.org.

Please note that only selected applicants will be personally contacted for interviews.