Royal Thimphu College - Terms of Reference for Event Manager

The Event Manager is a mid-to-high level supervisory/managerial position responsible for managing and coordinating events of varying scales at the College, from internal events/gatherings to large-scale external events, conferences, programmes, etc. The incumbent will collaborate closely with all internal departments (viz. AAD, SSD, AFD, DERD/BDO, etc.) for managing regular and ad hoc events taking 100% ownership of all College events. The position will serve as the primary contact for liaison and coordination with external stakeholders for any ad hoc/regular events and simultaneously sourcing/marketing value-added events.

The position requires a highly organized, resourceful, detail-oriented individual with a strong problem-solving and interpersonal skills. Ability to manage tasks with quick turnaround and significant flexibility/adaptability to work hands-on in a dynamic and ad hoc multicultural setting are categorically inherent to the position.

A general framework of the roles and responsibilities (including but not limited to) for the position is outlined below:

1. Lead and coordinate all aspects of event planning, coordination, execution and post-event follow ups, ensuring a seamless experience from start to finish for all ranges/scales of events. *While the position will be entrusted responsibility for College events, some of the intra-departmental events (viz. student organized activities) might be excluded from direct oversight by the Event Manager for operational efficiencies.*

2. Managing all logistics for smooth & seamless event execution – venue cleanliness, furniture arrangements, IT/AV equipment setup, banner placements, seating arrangements, all manners of traditional décor/chadri elements, transportation, parking & security management, utensils & cutleries, sound system, coordination for uninterrupted electricity supply, post-event winding up arrangements, etc.

3. Oversee & organize procurement of appropriate catering, food & refreshment arrangements for events while ensuring competitive pricing – venue, setup & ambience, waste management, menu finalization, furniture, seating, etc.

4. Managing entire end-end logistics for conferences, higher order meetings, official dinners/lunches, farewell events, and other similar formal gatherings of the College including but not limited to itinerary & programme, visas & permits, RSVPS, emceeing, on-site set-up, shopping, gifts and souvenirs, transportation, outdoor setup, restroom cleanliness, bonfire, Furniture movement & coordination, etc. as applicable.

5. Chairing committees related to event planning and execution as assigned.

6. Coordination and liaisoning with internal stakeholders viz. IT, Admin, Estate Technicians, sanitation and janitorial staff/supervisors, security, faculty advisors, Accounts, Marketing & BDO, post-event media coverage, and other associated event support offices/divisions.

7. Focal person for liaising with external stakeholders for all events and event related arrangements.

8. Addressing safety elements, disaster management & contingency arrangements during events.

9. Monitoring all expenses stay within approved budget and timely settlement of bills and advances if needed.

10. Ensuring that required resources for organizing events are well in place and upgraded/updated.

11. Conduct post-event debriefs and submit detailed post-event report & takeaways for future improvements.

12. Documenting event processes and developing/updating checklists, SOPs, policies, manuals, and handbooks related to event coordination and management. Regularly review and refine procedures to improve efficiency.

13. Any other tasks as assigned to meet the dynamic needs of the College.

Reporting: While the Event Manager will nominally report to the Head/Dy.Head-Administration and Finance Department, the position will also functionally require reporting to the other Head of Departments/College President in connection with their respective events on an event-basis; and/or any other designated supervisor.

Min. Qualification & Exp: Graduate with min 8-10 years relevant experience in Event Mgt. / Admin related exp.