



## **Meetings Manager – Program/Speakers**

SB Expos & Events seeks a meeting manager for our speakers/programming. The ideal candidate will be energetic and astute and possess excellent written and verbal communication skills. The candidate must have the ability to work efficiently in multiple client environments.

This is your opportunity to join a growing team and advance your career in the meetings management industry, specifically with hybrid meetings.

### **Essential Duties/Responsibilities:**

- Work closely with association clients to determine meeting program/speakers objectives, timelines
- Manage the Call for Presentations/Speakers/Poster process through the Cadmium event technology
- Collect speaker and presentation information (titles, bios, presentation slides, etc.)
- Communicate with speakers on all deadlines, tasks, and contracts/honoraria
- Serve as the primary point of contact for the client's programming committee
- Work with client staff on all accreditation requirements
- Oversee Sponsored Content manager
- Travel to meetings to provide onsite speaker management

### **Requirements:**

- Exceptional customer relations skills
- Work with minimal supervision and exercise independent judgment.
- Excellent written and oral communication, including editing and proofing
- Proficiency with Microsoft Office software (Word, Excel, Outlook)
- Experience with Cadmium Event and Learning Platform
- Strong work ethic with an enthusiastic, positive attitude and the highest level of integrity
- Commitment to proactive follow-up
- 20% travel

The position is 100% virtual.

### **About SB**

SB Expos & Events is a small, rapidly growing company that currently works with association clients on 30 tradeshows annually, with more than 1,000 exhibitors and 10,000 attendees. SB helps associations raise non-dues revenues to support their mission, from major association meetings to industry trade shows.

SB's unparalleled customer service and an unwavering focus on conventions allow us to create successful events for our clients. Our unique solutions are not only customized to meet each client's specific needs and goals but delivered by a dedicated team focused on success.