

Conference Section Manager to the Swedish pavilion at Expo 2020 Dubai

Background

The Swedish participation at Expo 2020 is the government's largest investment on trade, investment and tourism promotion. The aim is to promote Sweden as a knowledge society and the competitiveness and creativity of Swedish industry, as well as to strengthen a versatile and positive image of Sweden abroad.

The Swedish pavilion will host a public exhibition, a conference section for the participating companies and organizations, and a broad programming content both inside and outside the pavilion. A number of high-level delegations, both from the public and from the private sector, will occur during the six months of Expo 2020.

About the conference section

The Swedish pavilion is recruiting a Conference Section Manager to manage the events of the participating companies and organizations to specially invited guests. This target group is especially important for the Swedish participation as it aims to strengthen the trade and investment relationship with the region.

The conference section will be open every day from 10.00 to 22.00 and the roof top terrace until 01.00 during weekdays and 02.00 during weekends (Thursday – Saturday). A catering supplier is located in the pavilion and is contracted to deliver food and beverages to the events in the conference section. Technology providers will be present to assist with technical support for the events. On the roof top terrace, a lounge will be open during the evenings for events both for the participating companies and organizations, and for external visitors.

About the position

The position entails managing the conference personnel and to be working in close cooperation with the pavilion's senior management and the hosts in the conference section. The candidate should have well-documented experience from event and conference management. Categorized as a typical doer, the candidate should have the drive and be used to taking own initiatives, as well as having the ability to implement and complete tasks with excellent results within short timelines.

Responsibilities

- Manage the daily operations of the Swedish pavilion's conference section and supervise six conference hosts
- Guarantee that the participating companies and organizations are able to conduct successful events in the conference section.
- Manage booking request in the conference section from the participating companies and organizations.
- Ensure that the participating companies and organizations, and their specially invited guests, are professionally handled in all aspects, including their company-specific needs, support during events, and in verbal and written communication.
- Report regularly to the pavilion's senior management about the operations in the conference section.
- Suggest improvements of the operations in the conference section to the senior management.
- Be part of the pavilion's *Crisis Response Team* and ensure the safety and security in the conference section.

Profile

- Academic degree within a relevant field of studies.
- Experience from Event Management in an international environment.
- Driven individual who is used to taking own initiatives and can deliver results within short timelines.
- Fluency in both written and oral English. Knowledge of Arabic is an advantage.
- Well-rooted in Dubai with insights into local bureaucracy and with a good network of contacts.
- Be able to represent Sweden in official contexts.

Contract period

Temporary employment with placement at the Swedish pavilion at Expo 2020 in Dubai from 1 October 2020 to 24 April 2021 (exact dates according to agreement). Training of all personnel is carried out 1–19 October in Dubai.

Salary level according to agreement.