

Events Coordinator at the Indiana Biosciences Research Institute

We are the Indiana Biosciences Research Institute (IBRI). We are a leading translational research institute that advances academic and industry science through collaboration to improve patient health outcomes. Building your career at the IBRI in Indianapolis' 16 Tech Innovation District, means being part of a team of renowned scientists, creative thinkers and innovative leaders.

When you join the IBRI, you partner with an administrative team that supports your career development, helps enhance your network and nurtures an atmosphere of innovation. You also connect with members of the Indiana life sciences ecosystem to enhance our industry's reputation and collaborate with community organizations to design inspiring events.

The IBRI's vision is to build a world-class organization of researchers, innovators and business professionals that catalyze activities across the Indiana (and beyond) life sciences community. To achieve that vision, we look for curious and collaborative team members who are energized by innovation, guided by integrity and inspired by diversity.

The Opportunity:

The IBRI is seeking an **events coordinator** to work with the director of communications and engagement to schedule, plan and manage events in our 6,000-square-foot conference center. This entry-level position provides you with the opportunity to gain professional experience managing events.

Responsibilities:

- Promoting the availability of the conference center.
- Keeping track of the conference center calendar.
- Developing written plans and event sheets for effective communication throughout the process.
- Coordinating event needs with on-site security, maintenance staff and facilities manager.
- Maintaining close relationships with outside vendors involved in the event planning process.
- Understanding how the conference center technology works and ensuring it is set up for events.
- Organizing furniture to meet event needs.
- Meeting regularly with director of communications and engagement to discuss upcoming events, issue resolution and communication needs.
- Managing invoices with the financial controller.
- Contributing to the development and creation of standard operating procedures and other documents for managing and/or communicating event information.

Qualifications:

- Bachelor's degree in hospitality, travel and tourism, or hotel/events management.
- Excellent customer service skills and attention to details.
- Ability to quickly identify problems and provide solutions.
- Embrace and demonstrate the values of the IBRI.
- Team player who embraces collaboration and innovation.
- Great communicator with the ability to listen and understand people and convey ideas.

- Flexible and adaptable with the ability to work through change and ambiguity.
- Highest level of ethics and integrity – immediately trustworthy.

Compensation:

Competitive salary and comprehensive benefits offered, commensurate with experience. Open to flexible employment options (i.e., part-time to full-time).

Equal Employment Opportunity:

The IBRI provides equal employment opportunities to all employees and applicants and does not discriminate on the basis of age, race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, protected veteran status, disability or any other legally protected status.

Apply:

Please visit us at <https://www.indianabiosciences.org/careers/> to learn more and/or apply for this opportunity. Interested individuals are encouraged to submit a cover letter, resume and a list of three references with their application.