

Job Description:

Siemens Healthineers is a leading medical technology company with over 170 years of experience and 18,000 patents globally. With more than 48,000 dedicated colleagues in over 70 countries, we continue to innovate and shape the future of healthcare.

We are seeking a qualified and dynamic candidate to contribute to the successful delivery of our exhibition programs by project managing specific exhibitions, from inception to conclusion, ensuring the smooth implementation of all exhibition logistics and adherence to defined budgets, regulations and processes. Annually, the North America team is responsible for supporting more than 150 exhibitions across the United States highlighting the breadth of our products, services and solutions.

Responsibilities

- Development, execution and implementation of regional and national conventions including, but not limited to the following:
 - o Function as the project manager for assigned programs ensuring that the right partners and stakeholders (internally and externally) are engaged to deliver a successful & compliant event
 - o Project discovery & detailed project plan,
 - o Core team management,
 - o Housing & registration (for select programs),
 - o Organization of small meetings & product demonstration via meeting automation platforms
 - o Drive creative elements and execution on programs where needed including booth and digital design direction,
 - o Coordination of required services (I&D, shipping, electrical, drayage, etc.),
 - o Show relevant communications (registration, travel, general logistics, etc.),
 - o Establish & manage association relationships,
 - o Develop and finalize sponsorship agreements with stakeholder feedback, ensure letters of agreement are complete and facilitate the completion of sponsorship activities
 - o Manage relationships with vendors and hold them accountable for deliverables within budget in accordance with contract
 - o Build, manage budgets ranging from \$5k to >\$2,000,000 while adhering to financial process and policy (including vendor quotes, payments and reconciliation),
 - o On-site show support (for select programs)
 - o Organization and delivery of booth staff training and daily debriefs
 - o Post show brief including survey deployment and compilation of program metrics

Qualified candidates will

- Have a minimum of 5 years of experience in the exhibition industry supporting small to large scale installations (experience in healthcare exhibitions is a plus),
- Possess a two or four-year college degree,
- Be able to manage, plan and execute multiple complex events at one time,
- Demonstrate excellent collaboration, communication, organizational, and problem-solving skills,
- Be comfortable working within a complex matrixed organization,
- Be comfortable interacting with senior-level executives,
- Be proficient in Microsoft Office, particularly PowerPoint and Excel,
- Be agile and able to quickly adapt to new processes, platforms and tools,
- Be prepared to travel: this position requires business travel including weekends (approx. 30%) and can be subject to working extended hours depending on the time of season or project