



Events Consultant

Constellation Consulting, LLC is a team-driven organization seeking a contract Events Consultant who will contribute to a constellation of professionals working together to achieve client goals. This Event Consultant will manage events from beginning through implementation for events through June 30, 2022. All events are anticipated to be hybrid in nature, although most work can be done remotely.

Deliverables include:

- Creating event action/work plans including activities, required resources, and due dates.
- Developing and securing event and vendor contracts, and managing relationships as needed.
- Working with a Planning Team committee to develop event goals and objectives.
- Securing speakers and panelists through outreach, engagement, and signed agreements.
- Crafting host/facilitator scripts.
- Developing event promotion materials including flyers and social media promo, and crafting, scheduling, and implementing attendee communications.
- Completing and securing Continuing Education Units applications.

Our ideal candidate will:

- Be a self-starter, have the ability to take the initiative to complete tasks under little direction, and understand how to work towards completing deliverable-based work plans.
- Understand and operate well in a team-driven organization who work together to achieve client goals.
- Have a minimum of five years of events logistics and promotion experience.
- Have previous experience in public speaking (for example, hosting a large fundraising event, moderating a panel, serving as an organization spokesperson).
- Have previous experience working as an independent contractor, or extensive experience working with independent contractors so they understand the structure of contract- and deliverables-based work.

Constellation Consulting is based in Albuquerque, however candidates throughout New Mexico are encouraged to apply. Selected candidate should have reliable access to a computer and wifi. Work can be done remotely, however Constellation's office is available for meetings as needed.

To apply, applicants should submit a resume and proposal/narrative of experience and skills listed above, and professional references to suzanne@ConstellationNM.com.

CONSTELLATION CONSULTING, LLC

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