Program Team Event Manager (Producer Role - Volunteer)

ROLE OVERVIEW

Under the direction of the Program Committee Chair and in collaboration with committee members, Marketing and Communications, and fellow producers, the Program Team Event Manager (Producer) designs, curates, and delivers high-quality virtual, hybrid, and in-person thought-leadership and community-building events for Strategic Capability Network. members.

This role goes beyond logistics. Producers are relationship stewards and experience designers, working with speakers, sponsors, and partner firms to co-create relevant, engaging sessions that reflect SCNetwork's mission, values and member experience.

KEY RESPONSIBILITIES

- Curate and design event experiences aligned with SCNetwork's strategic priorities and member needs
- Collaborate with the Program Committee and Marketing to shape event themes and formats
- Identify and work with speakers, sponsors, and partner firms to co-develop session content
- Serve as the primary relationship lead for speakers and sponsors from concept through follow-up
- Coordinate event planning, timelines, and marketing inputs to support strong attendance
- Design and facilitate interactive, community-building elements during sessions
- Support virtual delivery using Zoom best practices (chat, polls, breakouts, engagement)

In-Person Events:
Producers may lead or support in-person and hybrid sessions and are responsible for the overall on-site experience, including coordination of basic logistics, volunteer support, speaker/sponsor hosting, and creating space for connection and networking. Support is provided by the Program Chair, Program Assistant, and Marketing & Communications.

EVENT DELIVERY & FOLLOW-UP

- Prepare speakers through rehearsal and alignment meetings
- Host or support live event delivery (virtual or in-person), including opening remarks and
- facilitation
- Support post-event sharing of recordings and materials
- Participate in debriefs and contribute insights to strengthen future programming

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SUCCESS PROFILE

Skills and Experience (ideal, not required):

- Understanding of SCNetwork's audience and stakeholder ecosystem
- Awareness of contemporary leadership, strategy, and HR themes
- Experience coordinating virtual and/or in-person events (80–100 participants)
- Comfort working with senior leaders, thought leaders, and sponsors
- Strong communication, relationship-management, and facilitation skills
- Technical confidence hosting Zoom sessions

Personal Attributes:

- Interest in leadership, organizational practice, and learning
- Enjoyment of bringing people together and building community
- Professionalism, discretion, and collaborative mindset
- Energy, curiosity, and a service-oriented approach

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