



Please submit your resume, cover letter, and references to careers@oledworks.com for consideration of employment.

Position Title: Coordinator, Strategic Events
Department: Marketing
Reports To: Director, Marketing

About Us: OLEDWorks' mission is to empower our customers to make unique products with the world's most advanced, best performing and highest quality multi-stack OLED technology. Creating world-class, cost-effective solutions requires an entirely new approach that breaks from traditional OLED manufacturing paradigms. With production in Germany and in the USA, OLEDWorks boasts two innovative and complementary manufacturing platforms that deliver affordable OLED solid state lighting panels. OLEDWorks is uniquely positioned to offer volume production while expanding product portfolio to enhance design inspiration.

Job Summary: The Strategic Events Coordinator owns the event initiatives for OLEDWorks, including tradeshows and virtual and in-person OLEDWorks hosted events. The Coordinator ensures the company's brand and messaging is represented professionally and accurately. The Coordinator manages each event from beginning to end, ensuring successful results for lead generation and customer support initiatives.

Essential Functions:

- Manages the global events calendar and coordination of tradeshows and corporate events to generate demand and increase brand awareness
- Secures industry speaking slots to establish OLEDWorks as a thought leader by owning annual speaking submission deadlines and partnering with sales and marketing to develop compelling speaker submission and abstracts on the latest industry trends and OLEDWorks innovation
- Acts as primary contact for all vendors and ensures that all arrangements are secured
- Ensures all applicable branded resources and collateral are available to onsite event team
- Communicates effectively with internal teams on expectations, logistics, and details of upcoming events, as well as post-event
- Confirms revisions in agendas, room blocks, etc. and notifies corresponding departments in a timely manner
- Creates and delivers effective, well-designed communication in promotion of the event to conference attendees and relevant prospects in collaboration with the Social Media Specialist to generate awareness of OLEDWorks presence and activities at the upcoming event
- Travels to most or all events when Marketing presence is necessary to assist with setup and promote OLEDWorks event presence on social media during events

- Handles lead routing to appropriate Sales team members post-event in partnership with other marketing team members
- Creates and delivers post-event communications to conference attendees and leads generated in partnership with other marketing team members
- Plans, coordinates, and executes webinars and in-person events with partners, designers, and other lighting industry professionals that educate and spread awareness about OLED light
- Manages OLEDWorks University calendar and coordinates with team members within Marketing and the User Experience (UX) teams to ensure organized execution of courses and timely notifications to registrants and attendees
- Analyzes participant surveys and implements changes based on feedback
- Plans, schedules, and administers webinars with industry professionals to promote thought leadership and position OLEDWorks as the global leader in the space

Education & Experience:

Bachelor's degree from a four-year college or university in business, marketing, or a related field and 2+ years of experience in marketing, preferred. Event coordination or related experience of 2-4 years required.

Competencies & Skills:

- Must be highly organized and have a strong attention to detail
- High communication proficiency, both written and verbal
- Proficiency in Excel, and working knowledge of other Microsoft products and internet-based software required
- Experience with CRM, preferred
- Creative thinking skills
- Strong reporting skills
- Independent drive for results
- Ability to work as part of a cohesive team
- Adaptability through periods of change and growth
- Ability to multitask based on prioritization and time sensitivity
- High energy, with passion for building businesses and brands
- Customer/Client focus

Physical Demands & Work Environment:

This position primarily operates within a professional office environment or in a remote office environment. This position offers remote work opportunity, subject to manager approval and/or business needs. An individual working in this role routinely sits at a desk and uses office equipment such as a computer, phone, photocopiers/scanners, and other peripherals. This position may require light lifting to 25 pounds and travel to support sales and marketing related trade shows or conferences at the discretion of the Director of Marketing.

OLEDWorks is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability status, protected veteran status, or any other characteristic protected by law.