Introduction to TM Forum
We are an alliance of 850+ global companies working together to break down technology and cultural barriers between digital service providers, technology suppliers, consultancies, and systems integrators.

Our work is defined by our members, which include 10 of the world’s top 10 network and communications providers and stretch across 180 countries. Our members tap into each other’s collective experiences and abilities to collaboratively solve complex industry-wide challenges, deploy new services and create technology breakthroughs to accelerate change.

We help communications service providers (CSPs) and their suppliers to digitally transform and thrive in the digital era. We do this by providing an open, collaborative environment and practical support which enables CSPs and suppliers to rapidly transform their business operations, IT systems, and ecosystems to capitalize on the opportunities presented in a rapidly evolving digital world. You can learn more at www.tmforum.org.

Diversity & Inclusion at TM Forum
TM Forum is an Equal Opportunity Employer that does not discriminate based on actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws.

Summary:
Events are the key channel through which TM Forum drives member engagement and connects members so that they can network, collaborate, receive practical guidance, and do business with one another.

The Digital Events Coordinator reports to the Director of Event Operations. This position will be required to manage the digital aspects before and during our flagship event Digital Transformation World in Copenhagen, September 2022. The role requires the person to be motivated, well-organized, and have excellent communication skills.

This individual would be responsible for each digital aspect of the event, including but not limited to:

- Event app
- Onsite Digital Screen Network
- Liaising with our film crews to ensure schedules are booked accurately
- Manage the TV studio schedule
- Create and manage the event photography schedule

Responsibilities would include but are not limited to:

- Collate requirements from various workstreams for the event app
- Research, evaluate, and successfully execute the event app
Work closely with our production team to create and manage the TV studio schedule(s) along with the onsite Digital Screen Network

Work closely with TM Forum’s Sponsorship & Exhibition managers to ensure all deliverables are carried out efficiently and professionally

Operate under little supervision with a can-do attitude

Skills required:

- Innovative, highly self-motivated, driven, and ambitious individual
- Very strong attention to detail with accuracy and thoroughness
- Effective time management skills with a proven ability to meet deadlines
- Exceptional organizational skills, logical mindedness, with strong ability in multi-tasking and creative problem solving
- Ability to react quickly to deviations in the event plans and adapt efficiently as and when they arise
- Excellent verbal and written communication skills
- Demonstrate ability to work with flexibility, efficiency, both individually and as part of a team
- Able to stay calm, composed, and professional, even under pressure
- Flexibility and willingness to work outside the normal office hours, including some weekends
- Ability to travel internationally (September 18-22, 2022)
- Ability to react quickly to deviations in the event plans and adapt efficiently as and when they arise
- Confidence and ability to build business relationships at all levels across the industry
- Excellent verbal and written communication skills
- Exceptional organizational skills, logical mindedness, with strong ability in multi-tasking and creative problem solving
- Energetic and pro-active ‘can-do’ attitude
- Demonstrate ability to work with flexibility, efficiency, both individually and as part of a team
- Able to stay calm, composed, and professional, even under pressure
- Flexibility and willingness to work outside the normal office hours, including some weekends
- Ability to travel internationally (September 14-23, 2022)

For immediate consideration, please forward resume with salary requirement

For more information, please view our website at www.tmforum.org

An Equal Opportunity Employer

TM Forum does not accept resumes from unauthorized agencies and search firms. Resumes submitted on this site by unauthorized third parties will not be considered for posted positions and are not eligible for any compensation. All third-party agents and search firms must have an approved contract with TM Forum to submit resumes on behalf of candidates.