



POSITION: Event, Communications, and Protocol Manager

LOCATION: Norfolk, VA

SECURITY CLEARANCE: Secret

Position Description:

Wargames and their associated planning efforts are events that require extensive attention related to facilities, information technology, physical and information security, administration, transportation, and logistics. HQ ACT does not have dedicated facilities or support structures in place for wargaming. Wargames are routinely conducted in Europe, which creates significant demand for infrastructure and logistic support to wargame planning and execution.

Job Requirements:

- Produce all official documents related to wargame events including Distinguished Visitors (DV) days and high-level conferences, and liaise with all internal and external stakeholders to coordinate and produce the documentation as required.
- Produce a wide range of documents throughout the entire event management cycle, often requiring complex formats, such as graphic presentations, spreadsheets or databases.
- Demonstrate the ability to tailor messaging (including briefings, presentations) and inform Communication and Public Relations management requirements in the context of NATO wargaming events.
- Support the entire lifecycle of event management, from early coordination throughout execution and to include after action reviews and application of lessons learned.
- Facilitate after action reviews to determine and analyze quality, efficiency and effectiveness of the events from the event management perspective.
- Contribute to event long term planning in order to help develop a comprehensive event schedule and calendar.
- Manage official wargames, conferences and special events for the Experimentation and Wargaming Branch, as directed by the program manager.
- Perform any other related duties as may be required.
- Works under broad direction with full accountability for own work
- Needs to be proactive. Work is often self-initiated or assigned in form of objectives.
- Be detail-oriented, diligent and thorough on any task including managing deadlines.
- Other administrative or logistics support requirements related to the execution of events of supported wargames as directed by the wargame director or COTR.

Minimum Requirements:

- Nationality of one of the NATO member countries.
- 4-Year University baccalaureate degree in a relevant discipline.
- Demonstrated professional event coordination and management experience in the past five (5) years for events hosting at least 50 people.
- Demonstrated experience working in multinational teams.
- Demonstrated experience in stakeholder management.
- Proven proficiency in oral and written communication.
- Demonstrated understanding of all elements of event management to include: Communication and Public Relations, facilities, transportation, administrative tasks, security, IT, and logistics.

- Demonstrated ability to meet deadlines in a dynamic work environment.
- Familiarity with NATO.
- NATO Secret Security Clearance or national equivalent.
- Demonstrated proficiency in the use of the Microsoft Office Tool suite and collaborative software. Graphics skills a plus.

The above information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.

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