


DGM-Inventum
A new way forward

Conferences - Further trainings - Fairs

DGM-Inventum GmbH has been offering experience and contacts in the organization and implementation of events since 1978. The portfolio is constantly expanded and used by many thousands of participants*. The trademark is the individual preparation and support of each event. Reliability, creativity as well as technical possibilities are unique.

 13.500+ Participants	 36+ Conferences	 25+ Further Trainings	 155+ Exhibitors	 2.500h + Live-Streams
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*In 2021

Event Support Staff - FEMS EUROMAT Congress and DGM-Tag

Job Type

- Temporary (02 or 03 – until 07 or 08 September 2023)

Location

- Goethe University, Westend Campus, Seminar Building, Theodor-W.-Adorno-Platz 5, 60323 Frankfurt, Germany

Application deadline

- 07 August 2023

We are seeking enthusiastic individuals to support our team during the FEMS EUROMAT Congress (Materials Science and Engineering - MatWerk) from 03 – 07 September 2023 and the DGM Day (07.09.2023). This is a fantastic opportunity to gain valuable insights into event management, as well as the latest developments in materials science and materials engineering.

Responsibilities

- Support video and sound systems in conference rooms during the EUROMAT Congress
- Conduct preliminary technical checks with authors
- Provide technical support for the event in English
- Activate audio and video for the respective lecturer
- Assist with Q&A sessions and play pre-recorded videos
- Ensure a smooth event flow for the hybrid format (on-site in Frankfurt am Main & online)
- Assist with event setup and teardown
- Welcome and attend to participants

Requirements

- Ability to stay organized and maintain an overview in high-stress situations
- Quick comprehension and the ability to work independently and reliably
- Good English language skills, both written and spoken
- Enjoy working in a team and confident in providing customer service
- Experience with audio and video equipment is a plus
- Familiarity with Zoom and MS Teams is advantageous

What We Offer

- Gain hands-on experience in hybrid conference operations
- Access to the latest developments in materials science and materials engineering
- Work period: 02 or 03 – until 07 or 08 September 2023 (daily opportunities available)
- Accommodation at the Frankfurt Youth Hostel provided if needed
- Payment: €15.00 per hour

To apply, please submit your curriculum vitae and a photo.

We look forward to receiving your application and having you as part of our team for this exciting event!

Contact person:

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