



Position Description - Events Coordinator

American Chamber of Commerce in Cambodia (AmCham Cambodia)

Reports to: Executive Director

Works closely with: Partnerships & Revenue Manager (sponsorship); Marketing Manager (promotion and collateral); Finance Officer (budget, procurement and vendor negotiation); Policy Operations Manager (government guests and protocol); Executive Assistant & Operations Officer (registration and attendee services)

Location: Phnom Penh

Hours: Full-time, Monday-Friday, 9:00 AM-5:30 PM, with regular early-morning and evening work on event days and occasional weekends

About the role

AmCham Cambodia runs more than fifty events a year for a membership of over 250 American and Cambodian companies: breakfast briefings with ministers and ambassadors, committee seminars, networking nights, a charity gala, a tax forum, the InterChamber Networking Night with eight chambers and five hundred guests, and the Chamber's own anniversary AGM. Every one of them has a venue to book, a floor plan to agree, a run sheet to write, signage to print, a registration desk to staff and a hundred small deadlines that decide whether the evening feels effortless or frantic.

The Events Coordinator owns that production work. In this Chamber the event function is shared across the team: the Partnerships & Revenue Manager sells the sponsorship, the Marketing Manager promotes it, the Finance Officer approves the budget and negotiates with vendors, the Policy Operations Manager handles government guests, and a named event lead sets the concept and program with the committee. The Coordinator is the person who turns all of that into a room that is ready on the day. It is a logistics and execution role, not a sales, budget or program-design role, and it is built to be done well by someone who loves checklists, venues and the quiet satisfaction of a plan that holds.

The right candidate is calm on event day, methodical in the weeks before it, comfortable working in Khmer and English with hotel banqueting teams and printers, and happy to be one of several names on every event rather than the only one. The Chamber has recently moved its event records into shared tools (an Events Pipeline board, a standard budget workbook, a registration app and QR ticketing), so the role starts with a system to run rather than one to invent.

What you will do

Production and logistics

- **Venue liaison.** Be the day-to-day contact for the venue's banqueting and events team once the venue is chosen: floor plan, seating, stage, F&B timings, technical rider, load-in and load-out, parking and signage. Commercial terms and the contract

The American Chamber of Commerce in Cambodia Association

Central Mansions, #1A Street 102, 120211 — Wat Phnom, Daun Penh, Phnom Penh, Cambodia
+855 (0)15-255-191 — admin@amchamcambodia.net — www.amchamcambodia.net

are negotiated by the Finance Officer; you make sure what was agreed is what gets delivered.

- **Run sheet.** Write the run-of-show for every event from the Chamber's Event Planning Guide: timings, who does what, cues for the MC and speakers, registration flow, VIP arrival, photography, and the fallback for the three things most likely to go wrong. Circulate it to the team the day before.
- **Print, signage and materials.** Manage the deadlines for backdrops, standees, name badges, table cards, programs, certificates and gifts, working from the Marketing Manager's artwork and the Finance Officer's approved suppliers. Keep the PRINT deadline on the Events Pipeline board true.
- **Audio-visual and technical.** Confirm the venue's AV provision against the run sheet. Where the venue supplies no technician, book and brief the Chamber's freelance AV crew through the Finance Officer, and be their point of contact on the day.
- **Suppliers on the day.** Coordinate the photographer, MC, band or DJ, florist, printer and caterer against the run sheet. You do not source or negotiate with vendors; you make sure the ones Finance has engaged arrive, set up and are looked after.

Registration and attendee services

- **Registration.** With the Executive Assistant & Operations Officer, run the registration list for each event in the Chamber's registration app or QR ticketing system: RSVPs, paid tickets, complimentary places for the Board, Embassy, sponsors and speakers, dietary needs and seating requests. Update the registered-versus-capacity count on the Events Pipeline board every day during the promotion window.
- **Door list and badges.** Produce the door list and name badges, set up and staff the registration desk, and brief the volunteers or Policy Fellows who help on the desk.
- **Attendee questions.** Answer the routine questions that come in before an event (time, venue, dress, parking, payment) promptly and courteously, and pass anything commercial or political to the event lead.

The event record

- **Events Pipeline board.** Keep the card for every event current: status, venue, registered count, print and marketing checkpoints, and the link to the event folder. The card is what the Board and management read; it is only useful if it is true.
- **Event folder.** Maintain the shared Drive folder for each event so that a colleague could pick the event up from the folder alone: concept note, budget workbook, run sheet, supplier confirmations, artwork, registration list and photos.
- **After the event.** Within a week, close the folder: collect the photographs, note attendance and any incidents for the Finance Officer's post-event report, and bring one thing that went wrong and one thing to keep to the Monday team meeting.

On the day

- **Setup and teardown.** Be first in and last out. Walk the room against the floor plan and run sheet before doors open; supervise teardown and the return of Chamber materials.

- **Floor support.** Support the floor captain (the event lead or the Executive Director) by handling the desk, the suppliers and the venue staff, so that the Chamber's team can be with its guests. When something goes wrong, fix it quietly and tell the floor captain afterward.
- **Volunteers and Fellows.** Brief and place the volunteers, interns and Policy Fellows who help at events, and make sure they know who to ask.

What this role does not own

Clear boundaries are what make a shared event function work. The event's concept, objective, agenda, speakers and government guests belong to the event lead, the committee and the Policy Operations Manager. Sponsorship sales and sponsor relationships belong to the Partnerships & Revenue Manager. Budget approval, purchase orders, vendor sourcing and price negotiation belong to the Finance Officer. Promotion, design and copy belong to the Marketing Manager. The Coordinator supports each of these and depends on all of them, but does not decide them.

How the role works

The role reports to the Executive Director, who sets its priorities in a short weekly list at the Monday team meeting. Every event has a named lead chosen when it enters the pipeline; the Coordinator works to that lead on the event and to the Executive Director on everything else. A one-page written update is due each Monday on the same four questions the whole office answers: what is in motion, what shipped, what could go wrong and what would you need, and what you need from the Executive Director. Lead times are fixed by the Event Planning Guide: five weeks minimum for any event, six to eight for a typical one, and ninety days or more for anything over a hundred guests. Asking for help early is part of the job; the Chamber is a small team and event days are everyone's job.

What makes someone right for this role

- Two to four years of hands-on event, hospitality, banqueting or agency coordination, with at least one role where you owned the run sheet and the venue relationship yourself.
- A checklist temperament: you like a plan, you write things down, you notice the deadline three weeks before it matters.
- Calm on the day. Rooms go wrong; you fix the thing in front of you and keep the guests from noticing.
- Professional working Khmer and English, spoken and written, with the confidence to deal with a hotel banqueting manager, a printer and an ambassador's assistant in the same afternoon.
- Comfortable with Google Workspace (Sheets, Drive, Forms) and quick to learn the Chamber's tools; experience with registration or ticketing systems is a plus.
- Someone who asks for help early, shares the work, gives credit freely and is content to be one of several names on a successful event.
- Reliable availability for evening and early-morning events, planned well in advance.

- A genuine interest in the Chamber's members and the business community; this is a service role in a membership organization, not an agency.

Growth path

This role is the production half of a function the Chamber has deliberately split into parts. A Coordinator who runs it well for a year will have led the logistics for the AGM, the Tax Forum and the InterChamber Networking Night, and will be the natural event lead for the Chamber's smaller events in the second year, with a path to an Events Manager title as the program and the team grow.

Employment terms

Full-time, based in Phnom Penh. Compensation, benefits and start date are set out in the offer letter. The Chamber observes Cambodian public holidays and provides annual leave, sick leave and health insurance in line with its staff policy.

How to apply

Send your CV and a short cover letter in PDF format to admin@amchamcambodia.net with the subject line "Events Coordinator - [your name]". Tell us about one event you ran where something went wrong and what you did. Applications are reviewed as they arrive; the position is open until filled, and the Chamber would like the successful candidate to start as soon as possible.