



Job Title: Director of Meetings and Events

Reports to: Associate Executive Director

**SUMMARY:** The purpose of this position is to support the Associate Executive Director in managing all meetings and events of the Society for Simulation in Healthcare (SSH), including but not limited to the annual International Meeting on Simulation in Healthcare (IMSH), regional meetings, Board of Director (BoD) meetings, and committee face-to-face meetings.

**ESSENTIAL JOB FUNCTIONS:**

- Manage, direct and supervise all meetings of the SSH. Prepare, administer and control approved budget for annual meeting-related expenditures, including recommendation of registration and exhibit fees, social events, audio visual and decorating expenditures. Work with SSH Directors to plan logistical and content related support needs for attendees.
- Negotiate and execute contracts with convention centers, hotels, and other meeting vendors (eg A/V). Conduct site inspections as necessary for annual meeting locations and recommend and participate in the site decision-making process. Keep up to date on growth and development on meeting sites.
- Direct, implement and manage the central housing process, including processing of hotel reservations for SSH staff and other meeting VIPs, speakers and board members. Negotiate food and beverage costs with caterers and convention hotels; ensure catering requirements and controls are implemented.
- Assist with development of registration form(s) and overall registration processing. Monitor registration with the registration company as to production of PACE report and monitoring of housing and other related issues. In coordination with the Executive Office, assist in analyzing staffing needs for the annual meeting and other regional meetings to ensure effective operations.
- Ensure appropriate security, emergency services and transportation for meetings is arranged. Develop and approve final copy of all logistical documents (resumes, production books) specifying meeting requirements for each appropriate meeting facility.
- Ensure on-going, comprehensive statistical records are maintained as well as official files for SSH archives. Negotiate terms and recommend official travel agency as needed.



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- Work with hotels, conference centers, or other appropriate venues to negotiate group meeting contracts. Develop meeting strategies and plans that anticipate and reflect the changing needs of SSH.
- Perform other duties as assigned.

### DIRECT REPORTS:

- Sub-contracted staff.

### EDUCATION AND EXPERIENCE REQUIRED:

- A bachelor's degree or an equivalent combination of five years of related education and experience.
- Experience with meetings management, especially in associations and with large events, preferred.

### PHYSICAL DEMANDS:

- Overnight travel minimum of 5-7 trips per year to include weekends.
- Daily activities are conducted in a typical office environment. Lifting responsibilities of up to 40 pounds.

### LOCATION:

- This position functions daily in a virtual environment. The incumbent is required to provide appropriate working space.
- Applicants should live within the United States.

### SKILLS:

- Must be proficient in Microsoft Office (Word, Excel, Power Point, and Access). Must be able to work independently and function effectively in a virtual office environment with internet access and minimal supervision. Must become proficient in the use of other software such as Dropbox, Monday.com, and Zoom utilized by SSH.

Revised: February 2026

File: Dir-MeetingsEvents