





**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.

 <b>13.500+</b> Participants	 <b>36+</b> Conferences	 <b>25+</b> Further Trainings	 <b>155+</b> Exhibitors	 <b>2.500h +</b> Live-Streams
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\*in 2021

## Event Support Staff - MSE Congress and DGM-Tag

### Job Type

- Temporary (22 or 24 – until 26 or 27 September 2023)

### Location

- Technical University Darmstadt, Karolinenplatz 5, 64289 Darmstadt, Germany

### Application deadline

- 31 May 2024

We are seeking enthusiastic individuals to support our team during the [MSE Congress](#) (Materials Science and Engineering - MatWerk) from 24 – 26 September 2024 and the [DGM Day](#) (23.09.2024). 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 MSE 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 Darmstadt & 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: 22 or 24 – until 26 or 27 September 2024 (daily opportunities available)
- Accommodation at Felixhotel 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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