



## **TITLE OF THE POSITION: CONFERENCE COORDINATOR**

### **The India Management Research Conference (IMRC 2026)**

**Job / Role Description:** IIMA is seeking a dynamic and detail-oriented professional to assist in the planning and execution of the 3<sup>rd</sup> Edition of IIMA's flagship annual conference, the **India Management Research Conference (IMRC 2026)**. IMRC is a large-scale, multi-track event that involves end-to-end coordination of research submissions, peer review, participant engagement, speaker management, and on-ground execution by managing huge logistics. This role offers a unique opportunity to work at the intersection of academia, policy, and practice, managing a high-impact international conference. The Conference Coordinator will play a critical role in delivering a world-class conference experience through seamless coordination, rigorous processes, and strong stakeholder engagement.

#### **Roles & Responsibilities:**

- Assist in the end-to-end planning and execution of the conference, from call for papers to post-conference reporting.
- Oversee all conference communications, including website content, email campaigns, and participant support.
- Manage the research submission and review process in the conference management portal, in coordination with the conference administrative office, track chairs/track coordinators, authors etc.
- Develop and monitor detailed project plans, timelines, and tracking systems.
- Coordinate with internal stakeholders (faculty, administration, IT, Communications, Accounts etc.) and external stakeholders (speakers, participants, vendors).
- Manage registrations, participant databases, and helpdesk operations.
- Plan and execute event logistics including venue setup, session scheduling, travel, accommodation, and on-site coordination.
- Supervise volunteers and support staff for smooth execution.
- Handle vendor management, procurement, and budget tracking.
- Anticipate and resolve operational challenges to ensure a high-quality participant experience.
- Prepare post-conference reports, analytics, and documentation for future planning.

#### **Qualifications:**

- Postgraduate degree (preferred) in Management, Event Management, Public Policy, or a related field.
- 2–5 years of relevant experience in conference management, academic events, or large-scale program coordination.
- Experience in managing multi-track or academic conferences is highly desirable.
- Demonstrated ability to work with diverse stakeholders in a professional environment.
- Strong organizational, analytical, and problem-solving skills.
- Prior experience in academic or research institutions will be an advantage.

**Key Skills & Competencies:**

- Strong project management and planning skills with the ability to manage multiple workstreams.
- Team-oriented professional who thrives in collaborative settings, providing support to colleagues and communicating clearly to achieve shared objectives.
- Excellent stakeholder management and coordination abilities.
- Clear and professional written and verbal communication skills.
- High level of organization, multitasking ability, and attention to detail.
- Problem-solving mindset with the ability to handle high-pressure situations.
- Experience in event operations and logistics management.
- Familiarity with conference management systems, registration tools, and MS Excel.
- Ability to lead and coordinate teams, including volunteers.
- Strong time management skills and ability to meet tight deadlines.
- Budget and vendor management experience (preferred).

**Tenure of the appointment:** The appointment is initially for 9/12 months with a potential for extension based on performance.

**Location:** The selected candidate will be working from IIM Ahmedabad campus. If selected, the candidate is expected to manage their own accommodation, outside the IIMA campus which is centrally located within the city of Ahmedabad.

**Reporting To: The Conference Convener.**

**Compensation:** Compensation will be commensurate with the qualification and experience.

**Mode of Application:** Interested candidates are advised to [APPLY HERE](#).

Candidates who have been shortlisted will be invited to a telephone, Zoom/Skype, or in-person interview. Only those selected for an interview will receive communication from us. We will not send rejection letters or emails to applicants who are not selected. Email requests for status updates will not be responded to.

**Last date to apply: April 26, 2026**

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