

**Job title:** Events Manager

**Job level:** Full-time, salaried

**Job summary:**

Greentown Labs is seeking an Events Manager who is passionate about creating incredible event experiences that generate opportunities for collaboration, engagement, and inspiration, and leave attendees feeling proud to be part of the Greentown Labs ecosystem. Reporting to the Vice President of Marketing and Communications, the Events Manager will be responsible for the planning and execution of all external events, specifically evening events, along with strategic day-time events. In this highly collaborative role, the Events Manager will work across multiple teams at Greentown Labs to develop high-quality programming that aligns with Greentown Labs' organizational goals and strategic objectives, with a focus on bringing people together to act on climate. This person must be able to work seamlessly with multiple stakeholder groups: colleagues, startups, corporate partners, industry leaders, executives, investors and more, to offer a best-in-class event experience for all. The right candidate will be an incredibly organized, detail-oriented, team player with a knack for managing multiple projects simultaneously.

**Primary responsibilities of this role:**

- Drive the planning, project management and execution of Greentown Labs' external events;
- Collaborate regularly with colleagues, member companies, strategic partners, and vendors to ensure high-quality and successful events;
- Manage Greentown Labs' external events calendar to ensure strategic planning and scheduling of all events;
- Manage inbound event request queries and serve as a liaison with all interested parties;
- Manage event vendors as needed (AV, photography, catering, etc.);
- Collaborate with the rest of the marketing and communications team to ensure effective messaging, collateral, social media, and promotion of all events;
- Collaborate with the community department to effectively coordinate and plan both external and internal events;
- Support the execution of day-time events with strategic partners;
- Support logistical planning for smaller day-time events including visitor tours, workshops, and lectures, etc.; and
- Consistently bring new ideas to the team to drive attendee engagement and streamline event processes.

**Necessary Qualifications:**

- Exceptional organizational and project management skills;
- Demonstrated skills in planning, managing, and executing events of varying sizes;
- Deep understanding of how event marketing can have an incredible impact on an organization's brand;

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- Excellent verbal and written communication skills;
  - Excellent customer service skills with a hospitable demeanor;
  - Ability to work collaboratively in a fast paced and changing environment;
  - Ability to multitask and manage multiple projects and deadlines at once;
  - Ability to work independently—and with a sense of urgency;
  - Positive attitude and willingness to learn;
  - Strong public speaking skills;
  - Proficiency in Google Suite and PowerPoint;
  - Proficiency with Eventbrite and/or other event management platforms;
  - Experience managing multiple stakeholder groups and providing top-notch customer service;
  - A creative mindset that is eager to organize projects and implement more efficient processes; and
  - An interest in learning on-the-job, a can-do attitude, and comfort in being pushed outside of your comfort zone.

*A passion for climate action and the cleantech industry is a significant plus.*

**Education + Experience Requirements:**

- Bachelor's degree in a relevant field;
- 4+ years post-college experience; and
- At least two years of experience managing large-scale events (100+ people);

**Benefits + Perks:**

- A flexible, fun, supportive working environment;
- Monthly MBTA Link Pass and on-site bike racks and showers;
- Generous benefits package including medical, dental and vision insurance and 401k plan; and
- Access to the largest cleantech incubator in the United States which includes an awesome community of mission-driven entrepreneurs and endless networking opportunities.

**Physical Demands + Working Environment:**

- A fast-paced work environment;
- Role requires ability to work evenings, typically one evening per week but will likely demand additional flexibility during the busier event seasons throughout the year;
- Position requires extended periods of prolonged standing during set-up for events and during events; and
- Must be able to lift or move items up to 25lbs using proper lifting techniques.

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**Recruitment Process + Next Steps:**

Please send your resume, a short cover letter, a list of three references, and brief answers (maximum two paragraphs each) to the three questions below to [talent@greentownlabs.com](mailto:talent@greentownlabs.com). The subject of your email should be “Events Manager: [Your Name]”.

*The ideal start date for this position is January 6, 2020.*

**Your cover letter must address:**

1. Why you are a good fit and why we would be excited to have you join us;
2. Your salary requirements; and
3. The date you are available to start.

**Additional questions:**

1. Why are you interested in the cleantech startup space?
2. Of the events you’ve managed, which are you most proud of and why?
3. What is the key to a successful event?

**Equal opportunity:**

Greentown Labs seeks to fully represent our community and constituencies—particularly low-income communities and communities of color—to amplify those voices and provide opportunities to participate in the direction and leadership of the organization. We actively encourage candidates from broad, diverse backgrounds to apply. Greentown Labs is an equal opportunity employer.

**About Greentown Labs:**

Greentown Labs is a community of bold, passionate entrepreneurs creating solutions for today’s biggest climate and environmental challenges. Located in Somerville, Massachusetts, and founded in 2011, the Greentown Labs Global Center for Cleantech Innovation is the largest cleantech incubator in North America, operating a 100,000 sq. ft. campus comprised of prototyping and wet lab space, shared office space, a machine shop, electronics lab, and a curated suite of programs and resources. Greentown Labs is home to more than 90 startups and has supported more than 230 startups since its inception. These startups have collectively created more than 6,500 direct jobs and have raised more than \$750 million in funding. The incubator’s mission is to provide entrepreneurs with the community, resources, and space they need to thrive. For more information, please visit [www.greentownlabs.com](http://www.greentownlabs.com) or on [Twitter](#), [Facebook](#), or [LinkedIn](#).