

JOB AT

NEXTEN.IO IS HIRING AN EVENT MANAGER

COMPANY INFORMATION 

Nexten.ne is looking for someone who will not only strategize but execute on their ideas. The implementation of events and partnership strategy in a startup environment like theirs is a hands-on mission and you need to be willing to roll up your sleeves to help with daily tasks. They need a thinker AND a doer!

Profile:

- You have 2-3 years of experience working in event coordination.
- You are familiar with the tech industry and its specificities.
- You are often described as positive, smiling and uplifting.
- You have a solid experience in running creative events and partnership, from strategy to execution – references will be asked.
- Strong verbal communication in both french & english, strong client-facing skills, vendor selection.

The role:

- You'll be in charge of all matters related to event organisation. You'll be reporting directly to the company's Head of MarCom.
- Creating event proposals and presenting proposals by deadline.
- Planning event aspects, such as venue, seating, dining, and guest list.
- Coordinating event entertainment, including music, performers, and guest speakers.
- Staying under budget while planning event specifications.
- Managing and overseeing events on the day of, including problem-solving, welcoming guests, directing event set-up, communicating with staff and organising vendors.
- Communicating with marketing team to create effective advertisements for each event.
- Creating partnership opportunities for future events.

How to apply:

Send an email at jobs@nexten.io telling them why you think you'd be the perfect fit for the job. Don't forget to add your CV and link to your LinkedIn profile.

THIS COULD BE INTERESTING FOR YOU



The Luxembourg Creative Industries Cluster brings together various interconnected players in order to increase their visibility and enhance their innovation potential.

OBJECTIVES

