

We are looking for an events manager to shape and deliver amazing experiences for our members across Australia. Innovation Bay is Australia's longest serving events and education platform for technology founders, startups and investors. We exist to help founders create, build, and grow great companies in Australia. We support them along the journey from idea to IPO. We help our 4000+ members to learn, connect, and grow through quality events, an online community, and curated content.

In 2019 we ran over 40 events across Australia, launched a member club for founders, recorded over 20+ podcasts, hosted a 3 day conference for investors, received 800+ pitches, and made hundreds of valuable connections across our community. We are a small, ambitious team, supported by great sponsors, and an engaged community.

Heart of the role

We are looking for someone who has a passion for helping people, who enjoys networking, and understands the power of thoughtfully curated events. Someone who enjoys autonomy, is results focused, who looks at the world in a different way and who loves to execute.

This role will work with and report to our GM, as well as work closely with our Community Manager, the founders, and key stakeholders in our community. This role can be based anywhere, but will require travel interstate and to Sydney HQ regularly.

Your experience will likely include;

- Running a range of highly curated and engaging events,
- A passion for startups and technology,
- Highly developed written and communications skills,
- Managing busy event calendar and multiple budgets,
- Ability to manage stakeholders, vendors and suppliers,
- Highly organised and exceptional attention to detail,
- Working in/or with tech, startup, or entrepreneurial enterprise,
- Desirable that you have worked in small teams, with highly autonomous environment

Key responsibilities will include;

- Day to day ownership over our national events calendar,
- Overseeing the planning, operation and logistics for events, ensuring a quality and consistent experience for our members,
- Curate event themes, speakers and guest list,
- Create event marketing, promotion, and communications,
- Management of all external vendors and partners,
- Event reports and surveys,

Why you should work with us

iNNOVAT!ON BAY

The Innovation Bay team is small but mighty, close-knit team who wants to make a positive impact on the Australian startup industry. We favour idealists and free thinkers who adopt a collaborative approach to projects, and someone who can work at pace with minimal resources to create exceptional experiences that make a difference to our members.

We can provide you with;

- Highly autonomous working environment, where your opinion matters,
- Access to Australia's leading founders, CEO's, and investors,
- Ability to own and run a national events program
- Help you build and shape a series of new major events

This is a chance to help build something, to put your brand on an already highly successful events and community business. To gain close mentorship from founders who have experience in growing companies, networking and engaging with people who shape the Australian technology landscape. You will not see another opportunity like this!

If you're interested or would like to know more, we would love to hear from you.

Email: jobs@innovationbay.com