The Global Wellbeing Summit- Event Project Manager

Inspired by a sense of caring and compassion for all the people who work to build a better world, as well as to support the many causes and movements for which they work, The Wellbeing Project (TWP) is focused on both cultivating a shift in the field of social change toward one that is healthier and more supportive of inner wellbeing, and on catalyzing the development of a new infrastructure to better support everyone working in the field.

We're looking for a Global Wellbeing Summit - Event Project Manager to join our team and help us organize the Global Wellbeing Summit in Eastern Europe from June 18th to June 20th, 2025. This event will convene 1,200 global changemakers for a three-day event at the intersection of social impact, the arts and wellbeing. We are looking for someone with proven experience working in events management, logistics and/or coordination roles, who would act as a "number three", helping and supporting The Wellbeing Summit Lead and The Wellbeing Summit Director in the organization and the production of the event. The ideal candidate will have a keen passion for social change and a deep interest in personal work and art. We're looking for a person who is proficient in written and oral English (Spanish and/or French would be a plus), organized, detail-oriented, and able to work effectively independently and in a fast-paced environment. Finally, we're looking for a Manager who is entrepreneurial, solutions-oriented and collaborative, and at the same time very curious and willing to learn.

KEY RESPONSIBILITIES:

Reporting directly to The Wellbeing Summit Lead and The Wellbeing Summit Director, as a “number three”, you’ll be responsible for supporting the coordination, management and implementation of the event, supervising the daily work with the production agency and other external providers.

- Event Project Management:
  - Create and update road maps and timelines; track progress and be responsible for timely execution.
  - Track all the moving parts and dependencies while keeping the big picture in mind to make sure all the key actors are working well together.
  - Support The Wellbeing Summit Director with production budget coordination.

- Vendor management and coordination:
  - Together with The Wellbeing Summit Lead and The Wellbeing Summit Director, be the primary point of contact with the execution team of the production company and/or any other vendor.
  - Together with The Wellbeing Summit Director, facilitate daily communication and work coordination in the execution of the event between TWBS team (conference content
curator, arts curator, logistics manager, community engagement manager, IT manager, communication team, fundraising team, etc.) and the production agency and/or any other vendor.

- Internal coordination and execution:
  - Together with The Wellbeing Summit Lead and The Wellbeing Summit Director facilitate communication and coordinate work between the different members of TWBS team (conference content curator and team, arts curator and team, logistics manager and team, community engagement manager and team, storytelling team, fundraising team, etc.).
  - Support internal communication between the TWBS team and the broader TWP team.

**PROJECT TEAM ELEMENTS**

Small working group: with TWBS Lead and TWBS Director and other members of The Wellbeing Summit Team:
- Project Team calls (weekly)
- Attend the Team and Summit Retreats: two in-person retreats / year

**REQUIRED**

- Required work experience: 5-7 years in a similar or relevant position in an event management or production company or in an enterprise / association / foundation organizing events.
- Experience in planning, organizing, coordinating and producing in-person large-scale events.
- Excellent written and spoken English level is a must, French and/or Spanish are a plus.
- Start in January 2024 at least at 30%, full time from Easter 2024.
- Based in Europe.
- EU work permit/visa/passport are required.
- You will also need your own working devices (computer, phone).

**PROFILE, SKILLS AND COMPETENCIES**

- University degree: most likely business, management or similar.
- Excellent written and oral communication skills, engaging successfully with many different stakeholders and senior leadership.
- Experience of working and thriving in a global matrix organization is a plus.
- Proficient in Excel and Word (and/or equivalent Apple programs) and programs related to organization and time management.
- Proactive, doer, have a strong ability to multitask, and come with a strong entrepreneurial mindset.
- Strong decision-making skills and the ability to make quick judgment calls in the moment.
- Well organized, structured, dependable and reliable: can keep deadlines.
- Detail-capable and thorough: careful not to miss small pieces that can possibly impact other pieces of the logistics puzzle.
- Flexible and able to adapt to last-minute or unexpected changes/requirements.
- Enjoy problem-solving and being creative.
- Self-driven and passionate about education, learning, wellbeing, and the social sector.
- Comfortable working independently and as a member of a larger team. Operates as a self-aware, effective team player.
- Strong awareness and comfort with cultural differences and a global perspective.
- Comfortable with flexible working hours working across multiple time zones.
- Ability to manage time responsibly and juggle multiple, varied tasks at once.
- People-oriented and able to communicate with respect, benevolence, clarity, sensitivity, and, internally, can express your needs when they arise, with openness and authenticity, in a beneficial manner.

**WHAT WE OFFER**

- An opportunity to work on a ground-breaking, global project that is a co-creation with leading institutions in the field of social change, and that is already seeing the beginning of an extraordinary movement.
- A steep yet friendly learning curve, including building a variety of key relationships in the social change sector and in the art community worldwide.
- An innovative, co-creative, entrepreneurial and international working environment.
- A strong culture which is at the core of our organization and the project, as well as a large and diverse Project team that is loving, caring and… pretty awesome people!
- Be a part of a fulfilling and meaningful professional project based on strong values and an opportunity to impact the lives of millions of people touched by the work of social changemakers.
- You report directly to The Wellbeing Summit Lead and participate in the creation of a completely new and innovative event mixing art and conferences in the field of social change.
- This is a freelance position.
- Compensation is appropriate to the social sector and also includes a wellbeing stipend.

You can find more information about [The Wellbeing Summit 2022 here](#)

To apply for this position, please send us your resume and cover letter to [hiring@wellbeing-project.org](mailto:hiring@wellbeing-project.org) before October 27th, 2023.