



# EVENT PRODUCTION SENIOR MANAGER

## GLOBAL HEARTH SUMMIT 2028

Inspired by a sense of caring and compassion for all of 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 catalysing the development of a new infrastructure to better support everyone working in the field.

### OUR VALUES AND COMPETENCIES

At The Wellbeing Project, we live by three core **values**:

- **Balanced Self-Leadership (Be You, Be Great):** We encourage deep self-awareness, emotional intelligence, and continuous personal growth. Our team members practice self-care, set clear priorities, and proactively seek feedback to improve.
- **Lightness (Be You, Be Gentle):** We bring joy, curiosity, and a growth mindset into our work, focusing on solutions and maintaining a high level of positive energy.
- **Collaborate Kindly (Be You, Be Together):** We foster a supportive and respectful environment, sharing information openly, assuming positive intent, and working in alignment with our team and partners.

At The Wellbeing Project, we are committed to fostering a work environment that values personal and professional growth. We seek individuals who embody our **competencies**, and who are excited to contribute to an environment where these competencies drive our collective success.

- **Self-Management** – Regulating thoughts, emotions, and actions effectively to achieve personal and professional goals.
- **Agile Mindset** – Embracing adaptability, continuous learning, collaboration, and problem-solving.
- **Resource Mobilization Mindset** – Identifying, allocating, and utilizing resources proactively to maximize impact.
- **People Management & Leadership** – Inspiring and managing teams to achieve objectives efficiently while fostering engagement and growth.
- **Sustainable Mindset** – Integrating economic, social, and environmental considerations into decision-making.
- **Communication** – Effectively conveying and understanding information to build relationships and collaborate.



- **Co-Creation** – Engaging diverse stakeholders to generate innovative and meaningful solutions.

## ROLE DESCRIPTION

The GHS 2028 Event Production Senior Manager is an exciting position at The Wellbeing Project as we are preparing the third edition of the most impactful Wellbeing event, the Global Hearth Summit (GHS), to be held in late spring 2028 in Asia, and most probably in Japan. This event will convene 1,000 global changemakers for a four-day event at the intersection of social impact, the arts and wellbeing.

The GHS 2028 Event Production Senior Manager will be responsible for the overall supervision and management of the production agency which will be hired to support the organisation of the event.

We are looking for someone with proven experience leading the production of large and complex events, who would help and support The Wellbeing Summit Lead and The Wellbeing Summit Director in the organization of the Global Hearth Summit. We are looking for a person who is able to have a global picture of the event, establish and manage the general timeline and deadlines in order for the production to advance, assess priorities and anticipate risks. The ideal candidate will be well organised and detail-oriented, able to work effectively autonomously and in a fast-paced environment, proficient in written and oral English (Spanish, French and/or Japanese would be a plus). Finally, we're looking for a Senior Manager who is solutions-oriented and independent, yet collaborative, curious and a team player.

A keen passion for social change and a deep interest in personal inner work and arts are very welcome.

This role is a wonderful opportunity to supervise and manage the production of a truly global event made of plenary sessions, workshops, social gatherings, connection moments, artistic experiences and many other meaningful activities.

## COLLABORATIONS AND TEAM

The GHS 2028 Event Production Senior Manager will work closely with and report to the Hearth Summit Director, being part of the core GHS team together with the Travel & Accommodation Senior Manager, the Community Engagement Senior Manager and the GHS Manager, among others.



The GHS 2028 Event Production Senior Manager will also support the work of the GHS Curation Teams - Conference Content Curation and Arts Curation - by collaborating on the production aspects of their work.

The GHS 2028 Event Production Senior Manager might advise on event production the TWP team members who will convene their communities and host small internal events in the same location of the GHS just before or after the Summit.

## KEY RESPONSIBILITIES

Reporting directly to the Hearth Summit Director, you will be responsible for leading 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 GHS Director with production budget coordination.
- Vendor selection, management and coordination:
  - Together with the GHS Director, prepare the briefing, research and select the production agency which will help in the organisation of the GHS 2028.
  - Be the primary point of contact with the execution team of the production company and/or any other vendor.
  - Facilitate daily communication and work coordination in the execution of the event between the GHS team (Conference Content Curation Team, Arts Curation Team, Community Engagement Senior Manager, ...) and the production agency and/or any other vendor.
- Internal coordination and execution:
  - Together with the GHS Lead and the GHS Director, facilitate communication and coordinate work between the different members of the GHS and TWP teams (Conference Content Curation Team, Arts Curation Team, Community Engagement Senior Manager, Fundraising Team, Communication Team, ...).
  - Support internal communication between the GHS team and the broader TWP team.

## PROJECT TEAM ELEMENTS

- Small working group with GHS Lead and GHS Director and also with other members of the core GHS Team and the broader GHS Team (Curation teams).
- Project Team calls (weekly)
- GHS Team calls (monthly)
- Travel(s) visiting the host city in Asia
- Project Team Retreat (yearly, usually in Europe)
- Potentially, GHS Team Retreat

## SKILLS

We are looking for someone who meets the following requirements:

- 5-7 years in a similar or relevant position in an event management or production company or in a company / 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, Spanish and/or Japanese are a plus.
- Proficient in Excel, Word, PPT (and/or equivalent Apple programs) and programs related to organization and time management.
- Well organized, structured, dependable and reliable.
- Detail-capable and thorough: careful not to miss small pieces that can possibly impact other pieces of the logistics puzzle.
- Proactive, doer, have a strong ability to multitask, and come with an entrepreneurial mindset.
- Strong decision-making skills and the ability to make quick judgment calls in the moment.
- Flexible and able to adapt to last-minute or unexpected changes/requirements.
- Enjoy problem-solving and being creative.
- 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.

- 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.
- University degree.
- Available to start March 1st, 2026 at least at 80%, compulsory 100% from 12 months before the event.
- Based in Europe or Middle East - to maximize shared working hours between different time zones: Europe where most of the GHS team is based and Asia.
- Own working devices (computer, phone).

## 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.
- An innovative, collaborative, entrepreneurial and international working environment.
- A strong culture which is at the core of our organisation and the project, as well as a large and diverse 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.
- This is a freelance position.

You can find more information about the GHS [here](#).

To apply for this position, please send us your resume and cover letter to [hire@wellbeing-project.org](mailto:hire@wellbeing-project.org) before January 31st, 2026.