The Wellbeing Project

GHS PRODUCTION ASSOCIATE DIRECTOR

GLOBAL HEARTH SUMMIT 2028

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 catalysing the development of a new infrastructure to better support everyone working in the field.

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.

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We are looking for a GHS Production Associate Director to translate the strategic vision of the Global Hearth Summit into effective planning, coordination and delivery, taking ownership of the event production, travel and accommodation workstreams.

The Global Hearth Summit (GHS) is one of the most impactful and successful initiatives created and led by TWP. Its third edition will bring together approximately 1,000 global changemakers for a four-day event in Nara, Japan, in May or November 2028 (final dates to be confirmed). At the intersection of social impact, the arts and wellbeing, the event will combine plenary sessions, workshops, social gatherings, connection moments, artistic experiences and many other meaningful activities.

The GHS Production Associate Director will report directly to the GHS Director and work in close collaboration with the Hearth Summits Lead, who provides strategic direction for the area. The role will act as the main link between the GHS team and the external Production and Travel & Accommodation Agency(ies), ensuring that the event's vision and objectives are translated into a well-coordinated, high-quality experience for all participants.

KEY RESPONSIBILITIES

The GHS Production Associate Director's main functions are:

1. Creative Event Planning

- Deeply understand the strategic vision of the event, developed by the Hearth Summits Lead and GHS Director, and act as the bridge between the GHS team and the Production Agency.
- Translate this vision into actionable production plans and create and share all relevant briefings with the Production Agency to guide the planning and execution of the event.
- Maintain a comprehensive understanding of the project, connecting the overall vision with the operational details and ensuring that production decisions remain aligned with the event's objectives.
- Bring a creative, solutions-oriented approach to event planning, anticipating needs and identifying opportunities to enhance the overall event experience.

2. Travel & Accommodation Supervision and Coordination

- Identify and analyse the travel and accommodation needs of the event, taking into account the requirements of a large number of speakers, artists, team members, delegates and grantees.
- In coordination with the Production and Travel & Accommodation Agency(ies), design the specific processes and policies and create the relevant documentation to address

these needs.

- Follow up, coordinate and supervise the implementation of all travel and accommodation arrangements, ensuring a personalised, smooth and efficient experience for all relevant participants.
- Oversee the management of complex and personalised travel and accommodation arrangements, anticipating individual needs, potential challenges and last-minute changes.
- Monitor the quality and effectiveness of the arrangements and proactively address any issues that may arise.

3. Event Project Management

- Act as the primary point of contact with the Production and Travel & Accommodation Agency(ies) and any other relevant vendors, managing and supervising their work to ensure effective coordination and high-quality delivery.
- Create and regularly update project roadmaps and timelines, track progress and take responsibility for timely execution and the fulfilment of key deliverables.
- Maintain an overview of all project components, moving parts and dependencies, understanding how the different workstreams connect and ensuring that all key stakeholders are working effectively together.
- Assess priorities, anticipate and mitigate risks, identify potential challenges and manage unexpected changes or requirements proactively.
- Track, analyse and manage the production, travel and accommodation budget, ensuring responsible resource allocation and financial oversight.
- Collect needs, facilitate communication and coordinate work between the GHS internal Curation Teams (Arts and Conference), other GHS teams and the Production and Travel & Accommodation Agency(ies).
- Analyse complex situations, requests and proposals, bringing forward recommendations and solutions to the management team for collective analysis and decision-making.
- Take ownership of projects and challenges within the scope of responsibility, exercising autonomy and sound judgement while knowing when to seek input or escalate matters.

4. Collaboration with Other TWP Team Members

- Advise and provide light support to specific TWP team members who may convene their communities or host smaller internal events before or after the GHS, particularly on production-related matters.
- Build effective working relationships with different TWP team members and GHS stakeholders, facilitating communication, collaboration and co-creation across

workstreams.
- Work closely with the GHS Director, Hearth Summits Lead, internal Curation Teams and other relevant team members to ensure alignment and a consistent approach to event-related activities.

5. Team Management

- Supervise and be responsible for the day-to-day management of the GHS 2028 Producer (to be hired), the GHS Travel & Accommodation Senior Manager and any additional supporting resources that may join the team closer to the event.
- Coordinate the team's work, ensuring clarity of responsibilities, priorities, timelines and expected outcomes.
- Provide guidance, support and constructive feedback, building trust, encouraging accountability and helping team members deliver their responsibilities to a high standard.
- Foster a collaborative, motivated and solutions-oriented team environment, supporting the development and growth of the people within the team.

REQUIREMENTS

- University degree.
- **7–10 years of experience** in a similar or relevant position within event management, a Production Agency, or a company, association or foundation organising complex events.
- Proven experience leading the production of large-scale and complex in-person events, from planning through to execution.
- Demonstrated experience within a Production Agency or directly within an organisation, managing and supervising the work of an external Production Agency.
- Solid experience overseeing the management of a large number of personalised travel and accommodation arrangements for large-scale events.
- Demonstrated experience managing small to medium-sized teams with different profiles and areas of expertise.
- Excellent written and spoken English (native or very strong level).
- Proficiency in Excel, Word and PowerPoint, or equivalent Google Workspace programmes, as well as project organisation and time-management tools.

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The successful candidate will also demonstrate the following skills, capabilities and competencies:

- **Strategic Thinking & Contribution:** Able to connect operational decisions with the broader objectives of the project and organisation, contribute to team and area strategy, and identify opportunities to improve and strengthen delivery.
- **Ownership, Accountability & Decision-Making:** Takes responsibility for outcomes within their area, works autonomously and exercises sound judgement. Able to anticipate risks, assess complex situations, manage competing priorities and bring forward proposals and solutions to support management decision-making.
- **Complexity Management & Adaptability:** Confidently manages moderately to highly complex projects, multiple dependencies and uncertainty, maintaining high standards of delivery while adapting to changing circumstances and unexpected challenges.
- **Leadership & People Development:** Able to manage and guide a small to medium-sized team, establish clear priorities and expectations, build trust, provide constructive feedback and foster accountability and team development.
- **Collaboration & Partnership Management:** Builds effective relationships with internal and external stakeholders, coordinates different perspectives and interests, and actively promotes collaboration and co-creation. Demonstrates integrity, professional maturity and the ability to represent the organisation constructively.

Position requirements:

- Start date: January 2027.
- Full-time engagement.
- Preferable based in Europe, where most of the GHS team is based.
- A combination of fixed working hours to guarantee a shared working framework and facilitate collaboration, alongside flexibility to manage the project across different time zones.
- EU work permit, visa or passport required.
- Availability to travel, including to Japan.

NICE TO HAVE

- Fluency in Spanish, French and/or Japanese.
- Previous experience working in international or multicultural teams and managing projects across different geographical regions.
- Experience in mission-driven organisations, foundations or the social impact sector.
- A strong interest in social change, personal inner work and the arts.

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WHAT WE OFFER

- An opportunity to work on a ground-breaking global project, co-created with leading institutions in the field of social change and already seeing the beginning of an extraordinary movement.
- An innovative, collaborative, entrepreneurial and international working environment.
- A strong organisational and project culture, supported by a large, diverse and caring team.
- A fulfilling and meaningful professional project based on strong values, with the opportunity to contribute to work that positively impacts the lives of millions of people touched by social changemakers.
- The opportunity to work with leading global stakeholders, partners, artists and changemakers.
- A full-time freelance engagement.

You can find more information about the GHS here.

To apply for this position, please send your resume and cover letter to hiring@wellbeing-project.org before 30th November.