



**Matrix-Q Human Capital**

We connect talented professionals like you with dynamic entrepreneurial organizations, projects, startups and challenges that value endeavor, growth and innovation.

WE SPECIALIZE IN PROVIDING EXCEPTIONAL OPPORTUNITIES FOR ASPIRING AND EXPERIENCED ENTREPRENEURS, INTRAPRENEURS, AND SOLOPRENEURS, ONLY.

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**Your uniqueness, life experience, and knowledge are the answers to an audience and a time-sensitive opportunity we are about to discover**

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# Event Manager - Europe & Online Events

## Company Overview:

We are a promising dynamic event management company specializing in organizing public events, corporate private events, outdoor retreats, and online experiences across various cities in Europe. Our events blend music harmonizing, wellness activities, leisure experiences, and diverse experiential performances to create memorable and engaging experiences for our attendees.

## Position Overview:

We are seeking a talented and experienced Event Manager to join our team. The ideal candidate will be responsible for planning, coordinating, and executing a wide range of events, from public festivals to corporate retreats, with a focus on music, wellness, education, and experiential shows. This role requires a creative and organized individual who can manage logistics, secure sponsors, and deliver exceptional events that exceed our clients' expectations.

Location: Flexible (Remote within Europe, with occasional travel)

## Responsibilities:

- Plan and execute events in cities across Europe, as well as online experiences, ensuring all logistical aspects are coordinated seamlessly.
- Develop event concepts that incorporate music harmonizing, wellness activities, educational workshops, and diverse experiential performances.
- Identify and secure sponsorship opportunities to support event budgets and enhance attendee experiences.
- Coordinate with vendors, artists, and performers to ensure all event elements align with the overall vision.
- Manage event budgets, timelines, and resources effectively.
- Oversee marketing and promotional efforts to drive attendance and engagement.
- Collaborate with internal teams and external partners to deliver high-quality events tailored to client needs.
- Conduct post-event evaluations to assess success and gather feedback for continuous improvement.

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#### Qualifications:

- Proven experience (3+ years) in event management, preferably within the entertainment, arts, or experiential events industry.
- Strong project management skills with the ability to multitask and prioritize deadlines effectively.
- Excellent communication and negotiation skills, with the ability to build relationships with sponsors, vendors, and clients.
- Creative mindset with a passion for designing unique event experiences.
- Proficient in event planning software and tools (e.g., event management platforms, CRM systems).
- Willingness to travel occasionally for on-site event coordination.

#### Preferred Skills:

- Knowledge of music, arts, and wellness industries.
- Experience in managing virtual or hybrid events.
- Fluency in multiple European languages is a plus.

#### Benefits:

- Competitive salary based on experience and / or

#### Bonus, Commissions & Vouchers

- Flexible work environment with remote work options
- Alternative opportunities to work also in the role of business developer, project based or location based
- Opportunity to work with a unique blend of products
  - Travel opportunities to exciting event locations across Europe.

If you are a proactive and creative Event Manager looking to join a dynamic team and contribute to crafting exceptional event experiences, we would love to hear from you! Please submit your resume and a cover letter outlining your relevant experience and why you are passionate about this role. We look forward to welcoming you to our team!