

Head of Programming

Reports to Founder and CEO

About Startup Boston

Startup Boston is an organization working to connect, educate and celebrate the startup community. We are an all-volunteer team creating events and content *for* the startup community *by* the startup community.

Job Overview

We are searching for a strategic Head of Programming who will oversee the creation of 100+ speaker sessions and speaker recruitment for Startup Boston Week. The ideal candidate is an experienced programming professional with a knack for curating engaging content that makes people want to tune in. This person will also be responsible for managing the Programming Strategists and Track Leads. Previous experience in managing others, preferably in a remote environment, is required.

You will need to be organized and independent in tracking potential speakers and developments in speaker sessions. You also will be running monthly check-in calls with your team and one-on-ones to ensure everyone is comfortable with their role responsibilities and on the same page.

As a critical member of the Programming team, the Head of Programming is a volunteer role that provides experiences similar to a Programming Manager, Head of Events, or Senior Events Manager.

Responsibilities and Duties

- Oversees the event creation process and speaker recruitment for Startup Boston Week
- Manages a team of people responsible for all programming for Startup Boston Week. Virtual all-hands meetings and one to one meetings are pivotal to ensuring everyone is on the same page
- Recruits and trains volunteers to assume positions in the Programming department
- Acts as a culture ambassador, positively promotes the organization both online and offline
- Supports Startup Boston volunteer team with additional projects as needed

Qualifications

- Time commitment of 5 to 10 hours per week to focus on organization deliverables
- 3-5 years of event planning experience, large scale hybrid events a plus
- 1-2 years of experience managing a team is required
- Outgoing and personable. You'll be publicly representing the organization to potential speakers and articulating *why* they should donate their time to Startup Boston Week
- Problem solver with a bias towards action
- Familiarity or interest in learning livestream and audio/visual technology
- Ideal candidates can be physically available to be onsite at some point during Startup Boston Week