

Programming Strategist

Reports to Head of Programming

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

The Programming Strategist will lead one out of two groups of Track Leads and will help Track Leads identify and reach out to potential speakers. You are responsible for ensuring the content we plan to put out is fresh and sought after by the startup community. In addition to steering the strategic course of our sessions, you will also utilize your strong network to create relationships with potential speakers and the Startup Boston brand.

The ideal candidate is excited about an external role, has strong people skills, and previous experience managing a team of people.

As a critical member of the Programming team, the Programming Strategist is a volunteer role that provides experiences similar to a Learning and Development Manager, Sr. Recruiter, or Event Manager.

Responsibilities and Duties

- Recruits, trains, and manages virtual and in-person speakers for Startup Boston Week.
- Serves as point-of-contact for Startup Boston Week Speakers
- Manages a team of track leads through speaker session creation and speaker outreach
- Acts as a culture ambassador, positively promoting the organization both online and offline
- Supports Startup Boston volunteer team with additional projects as needed

Qualifications

- Time commitment of 3 to 5 hours per week to focus on organization deliverables
- 1-2 years of event planning experience, large scale hybrid events a plus
- 1 year of experience managing a team of people
- 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