



**POSITION:**

Event & Production Associate, Mass STEM Hub

**ORGANIZATION:**

One8 Foundation

**ABOUT THE ORGANIZATION:**

Founded in 2006, the One8 Foundation's mission is to accelerate and bolster the success of nonprofit organizations with the highest potential to achieve breakthrough results in the foundation's issue areas. The One8 Foundation (One8) does this by pursuing a venture philanthropy approach – identifying highly promising grantees to support with meaningful funding and deep strategic engagement. Supporting nonprofit organizations in both the United States and Israel, the foundation's model combines grant-making and pro-bono consulting with key strategic grantees.

In 2016, the One8 Foundation launched an internal team called Mass STEM Hub (MSH) tasked with scaling and supporting specific grantee organizations focused on applied learning and STEM education. Mass STEM Hub partners with schools to support the high-quality implementation of premier STEM and applied learning programming that engages students and prepares them for college and 21<sup>st</sup> century careers.

**ABOUT THE POSITION:**

Mass STEM Hub's Events and Production role is an impactful opportunity for a detail-oriented, mission-driven doer to help our organization plan and execute high-quality events & virtual programming for students and teachers. The Event & Production Associate will work with the full Mass STEM Hub team to conceptualize events and then take the lead on executing the vision. The Event & Production Associate will coordinate 2-3 in-person student events, 6-8 teacher events, and support the production of our virtual programming (e.g., Student Industry Connects, Teacher Challenges). Events and our virtual programming are critical pieces of our applied learning work– connecting students and teachers to their peers as well as industry professionals across the state is what helps to enrich coursework and elevate schools' programming. Mass STEM Hub seeks to create first-class experiences for students, teachers, and the industry professionals who volunteer.

Specific responsibilities include but are not limited to:

**Leads Mass STEM Hub's event planning and production to deliver high-quality, memorable events and programming for students, teachers, and industry volunteers**

- Coordinates with Mass STEM Hub team to identify event needs and works closely with event owner on run of show plan
- Organizes facilities and manages event details (e.g., catering, location, invitee list, equipment, promotional material)
- Ensures event materials are ordered and any additional materials are prepared and packed
- Leads production needed for virtual and asynchronous programming (e.g., zoom set up and facilitation, social media, promotional items, mailings)
- Utilizes expertise in event planning to propose ideas to improve event quality

**Manages vendors and works closely with event hosts to maintain positive relationships to foster on-going partnership**

- Manages vendor contracts, serving as Mass STEM Hub's point of contact (e.g., space, catering)



FOUNDATION

Develop ongoing relationships with key vendors to maximize efficiency

- Assists with negotiations for space contracts and booking event space
- Coordinates with event hosts to ensure space is appropriate for programming
- Takes leads on identifying and researching new venues

**Oversees day-of logistics and set-up for successful events for invited guests, volunteers, and hosts**

- Works closely with Event Owner on the Mass STEM Hub team to develop a run of show and staffing plan for all in-person and virtual events
- Proactively handles any issues and troubleshoots any emerging problems on the event day; including tech support & logistics for our virtual programming
- Assists with managing on-site production and clean up for events, as necessary
- Interacts with guests and volunteers to provide high-quality customer service and event experience

**In addition, the Event & Production Associate will complete special projects to build out the organization's knowledge and/or address critical strategic needs of the team.**

**CANDIDATE REQUIREMENTS:**

The Event & Production Associate must embody the One8 Foundation's high standard for excellence, rigor, passion, and commitment, while working alongside educators to provide the support to drive their ongoing success. Qualified candidates will:

- Believe that education is a primary means to dramatically improve the life outcomes of children and that all children can achieve at high levels independent of their circumstances
- Demonstrate passion about Mass STEM Hub's mission and values and is committed to helping us grow
- Has 3+ years of professional experience in event planning, including planning and execution on both in-person and virtual programming
- Be comfortable with ambiguity and be able to manage multiple projects simultaneously
- Approach problems with an analytical orientation, take initiative, and solve problems
- Effectively communicate, in person and on paper, in a straightforward and personable manner
- Build strong relationships and networks effectively
- Be a learner -- constantly reflect, relish feedback, and seek opportunities to improve
- Demonstrate proficiency in Excel, PowerPoint; social media, website design, Salesforce experience preferred
- Hold a Bachelor's degree

**LOCATION:** Boston, MA

**COMPENSATION AND BENEFITS:**

Salary and benefits will be competitive and commensurate with experience. Target salary for the position is \$55,000-65,000.

*One8 Foundation is an equal opportunity employer and welcomes candidates from diverse backgrounds.*

**Interested candidates: please email your resume and cover letter to Katherine Skrivan at [kskrivan@mass-stemhub.org](mailto:kskrivan@mass-stemhub.org)**