

Junior Event Production @ How to Web

for [How to Web Conference](#)

summary of 2019's Conference >>>  [How to Web 2019 - After movie](#)

But what is [How to Web](#)?

Supporting entrepreneurs and innovators is at the foundation of everything we do.

Every year, through its initiatives such as How to Web Conference, Launch - founders community, HTW Institute, VC in CEE and more, How to Web helps thousands of founders and operators to create better startups, products, teams, with the support of some of the leading tech companies, experts and investors.

Started as one of the most influential Eastern European startup conferences, How to Web has championed the regional tech entrepreneurship and innovation scene and has accelerated the adoption of the startup culture through leading events, programs and knowledge.

In terms of Values & Culture, we're:

- Results oriented
- Problem solvers
- Team, not family
- Walking the talk
- Going the extra mile

Job Description

Type: full time

Location: hybrid (min. 1 day in-person & up to 4 days remote)

Contract: paid, market value for the role (commitment by the end of 2021, but looking for long-term collaboration)

Skills:

- Proactive and having a growth mindset
- Well organized, delivering work in a timely manner
- Proficient with documenting & working asynchronous
- Like the fish in the water when working under pressure
- Strong communication skills, both written and verbal (EN & RO)
- A keen interest and good understanding of the tech & startup scene

Previous experience:

- Organised events (conferences, festivals etc.) with more than 1.000 participants
- Managed multiple types of contractor / suppliers relationships

Responsibilities:

- Contribute to and implement the event flow
- Supplier management (location, technical, production materials etc.)
- Implement event registration flow

Internal communication:

- Weekly all hands meetings (default online) for all HTW projects highlights
- Weekly project standup meetings (default in-person) for project's progress updates
- Logistics: Google suite + Slack + video calls

Direct report: Head of Conference - [Monica Zara](#)

Benefits:

- Autonomy and ownership
- Frontline of the tech & startups ecosystems from Romania and from the region
- Connect with the best industry experts, operators, investors, and professionals
- Empower your professional growth with access to a ton of resources

Next step:

send your CV via email at alexandru.agatinei@howtoweb.co and we'll take it from there

**Thanks a bunch for scrolling through these lines, reaching out
for the role or spreading the word to your network!**

*Oh, and one more thing... one way or another, we can't wait to see you
at the How to Web Conference 2022!*