




WE ARE HIRING A

EVENTMANAGEMENT WORKING STUDENT / INTERN

-  Start Date: From now on
-  Duration: Minimum of 6 months
-  Workplace: Hybrid (Bonn)

Spotlight! is a diverse community committed to creating a more inclusive European tech landscape. We bring together entrepreneurs from various backgrounds and collaboratively shape the innovations of tomorrow.

As a Working Student or Intern at Spotlight!, you will play a key role in planning, organizing, and executing our events. You will immerse yourself in the world of startups and entrepreneurship, gaining valuable experience in a dynamic and innovative environment. In this role, you will be instrumental in creating unforgettable events that strengthen our brand and inspire our community.

Key Responsibilities:

- Planning, organizing, and executing events, including conferences, workshops, and networking events.
- Selecting and managing event venues, service providers, and suppliers.
- Developing creative event concepts tailored to the needs of our target audience.
- Coordinating and communicating with internal and external stakeholders to ensure all aspects of the event run smoothly.
- Planning and monitoring event budgets to ensure cost-efficient execution.
- Analyzing and evaluating event outcomes to continuously improve future events.

APPLY NOW



Qualifications:

- Degree in Event Management, Tourism, Marketing, or a related field.
- Previous experience in planning and executing events or in event management.
- Digital native with an affinity for innovative technologies and a keen sense of trends in the event industry.
- Self-motivated individual with the ability to work independently and prioritize under pressure.
- Excellent organizational skills and attention to detail, combined with creative problem-solving abilities.
- Passion for events and a good understanding of the requirements and needs of diverse target audiences.
- Very good command of English and German, both written and spoken, is essential.
- Previous experience in a startup is a plus.

Benefits:

- Collaboration with industry experts and access to mentoring in event management.
- Hands-on experience in event planning and insights into the event ecosystem.
- Networking opportunities with leaders from the event, technology, and startup sectors.
- Participation in national and international events.
- Flexible working through a hybrid work model.
- Dynamic, creative learning environment and inclusive workplace culture.
- Career opportunities within the growing Spotlight! network.

Application Process:

Interested candidates should submit a resume, a cover letter expressing their interest and fit for the role, and any relevant projects (not required) to show your expertise. Spotlight! is an equal opportunity employer that does not discriminate based on ethnicity, religion, creed or sexual orientation. We foster a culture that embraces all individuals and encourages diverse perspectives.

Join our team and take the next step in your career with Spotlight!

APPLY NOW

