

Events Specialist

Austin, Texas, United States

Events Team reporting to Events Manager

Full-time in office

Salary: \$65,000

As an Event Specialist, you will work with other members of the events team to plan and execute some of the most innovative events in Texas, including Capital Cornerstones, CF House during *SXSW, Health Supernova, Fed Supernova, and Austin Tech Week.*

The life cycle of cornerstone events spans several months and grows in complexity as the event nears. You will be actively involved in all aspects of event production from programs and live entertainment to partner deliverables and demos. You will work with the Event Manager to ensure all needs are identified and addressed, this includes everything from booking keynote speakers down to who turns off the lights at the end of the day.

Our goal is to provide a best-in-class event experience. A key component of which is providing value to our partners, speakers, exhibitors, and attendees through thoughtful collaboration and keeping their perspective of the experience at the forefront of our minds as we work toward our common goal. We respect their time. We sweat the small stuff. We go the extra mile and do it with a smile.

What you will do...

- Support the Event Manager with everything from scheduling and budgeting to keeping project management materials organized and current.
- Communicate with every department involved to keep each other up-to-date and assess the impact of any new developments.
- Track and execute a wide range of deliverables for a multitude of partners.
- Vendor management: quotes, COIs, scheduling load-in/load-out, accounting, and whatever else may be needed for them to provide the service required as we expect it.
- Look ahead to make sure we're moving at the pace required to reach each milestone on-time.
- Understand the biggest challenges may lie in the smallest details. This means you need to be asking the right questions and confirming the people you're collaborating with have all the information they need to make an informed decision and are poised for success.

You'll know you're successful if....

- Our partners value participation in our events and proactively seek out future opportunities. You accomplish this by making sure the journey is a smooth one, the deliverables are executed as envisioned, and their goals are not only met, but exceeded.

- Your programs are well attended and the participants and sponsors have a high satisfaction rate. This is reflected by high early registration rates and sponsorship opportunities being claimed far in advance.
- Milestones are reached ahead of schedule and with maximum efficiency.
- Partners and sponsors give unsolicited feedback about how great you are to work with and show they mean it by giving us repeat business.
- Your team is successful, proud of their work, and looks forward to the next opportunity to flex their muscle.

About you...

- You have a passion for event management.
- You are outgoing and can talk to just about anyone.
- You are a documentor. You make lists and spreadsheets.
- You are a problem solver. You look for ways to make things work better and how to turn chaos into systems.
- You are organized and plan ahead, but you don't get stressed out when things change at the last minute... because they will. You roll with it.
- You check your email in the evenings and are available to work during evening events and over the weekends when there is a tight deadline. You do what it takes to get the job done.
- You have a reliable laptop computer & smartphone that you are comfortable using for work.
- You plan to stay in Texas for at least two years.

About our team...

- We have a passion for startups and technology.
- We are transparent and we over-communicate.
- We have excellent written and verbal communication skills.
- We communicate when we are not able to meet a deadline and suggest a solution.
- We are professional and presentable and greet everyone cheerfully. We're ready to deal with an immature student, a pushy salesperson, top VC's, a fortune 500 CEO, and even the President of the United States.
- We are excited to work in downtown [Austin/Dallas/Houston/San Antonio] and have reliable transportation.
- We have a quiet place where we can work remotely with fast internet.
- We are security aware. We have a passcode on our computers and phones and use a password manager.
- We are able to efficiently use the Google suite of productivity tools (Gmail, Drive, Docs, Sheets, Slides).
- We are available to work during SXSW (Spring Break), DREAMCON (one week long staff summits twice a year), and Austin Tech Week.
- We get to Inbox Zero every day.

Benefits

- 4 weeks paid time off (one week is between Christmas and New Year's)
- Personal health, vision and dental insurance paid 100% by Capital Factory
- Additional benefits such as 401k program (50% company matching), life insurance, short & long term disability and employee assistance program
- Parental leave including 10 weeks paid leave for birthing parents and 4 weeks paid leave for non-birthing parents
- \$1,000 personal innovation budget on your first year anniversary and then an additional \$500 each anniversary thereafter
- Coworking membership at Capital Factory with garage parking space, metro pass, or rideshare credits and access to the onsite gym
- *A priceless network*

How to apply:

Kindly apply directly through this link:

<https://apply.workable.com/capital-factory/j/32E6FCF962>

About Capital Factory

[Capital Factory](#) is the center of gravity for entrepreneurs in Texas, the number one startup state in the U.S. Hundreds of thousands of entrepreneurs, programmers, and designers gather day and night, in-person and online for meetups, classes, and coworking. With boots on the ground in Austin, Dallas, Houston and San Antonio, we meet the best entrepreneurs in Texas and introduce them to their first investors, employees, mentors, and customers. According to Pitchbook, Capital Factory has been the most active investor in Texas since 2010.