

## Event Operations Consultant, Unfinished Live 2021



[Unfinished](#) seeks a highly-organized, detail-oriented operations and event professional to prepare and manage its Network Partners' presence at an inaugural event – Unfinished Live – on September 22-25th, 2021 in New York City. The scope of the work also includes supporting the first-ever convening of our impact network at an intimate gathering the evening of September 22.

With Network Partners including the Ford Foundation, Georgetown, Amplifier, Aspen Institute and Ashoka, Unfinished is an enterprise that seeks to strengthen civic life in the digital age. Unfinished Live will be an in-person and digital event at The Shed in New York City, exploring the theme “The Future is Decentralized.” A key part of this exploration will involve Unfinished’s Network Partners, many of whom are organizing experiential activations that will have presence throughout the event programming. In advance of these two days of programming, the Unfinished Network will gather the evening of September 22 for a learning/bonding/supporting experience and meal.

The operations and event consultant will play a critical role in ensuring that each Network Partner is supported, represented and meaningfully engaged at Unfinished Live. Responsibilities include coordinating invitations, assisting in the travel booking process, supporting the preparation and execution of Network Partner Activations, securing a site for and coordinating food/beverage needs, production and programming of the pre-event gathering, and serving as on-site support for Network Partners as they gather in New York City.

### **Proposed Hours:**

- 5-15 hours/week - June 22 - September 17
- 8+ hours/day - September 20-25
- 5 hours/week - September 27 - October 1

### **Compensation**

- \$35-50/hr, depending on qualifications and experience

### **Desired Experience:**

- 5+ years experience coordinating high-quality events with 50-100+ participants
- Experience with and passion for operations, including schedule management, booking travel, and processing expenses and reimbursements
- Uber organization, project management, and correspondence skills
- Proficiency in Google Suite products, Hubspot, and quick learning on other tech/comm tools

Considering the location of Unfinished staff and Unfinished Live 2021, the ideal candidate would be based in New York City.

**To apply:** Please send a resume or LinkedIn to Joe Tropeano, Senior Coordinator of Impact - [joe.tropeano@unfinished.com](mailto:joe.tropeano@unfinished.com).