

## **Event Manager (contrato temporal)**

Are you a detail-oriented individual, mastering organization and to-do lists, with a passion for organizing memorable events? Are you looking for a short-term opportunity to showcase your event management skills? Look no further!

MingoThings international (MTi), is a leading technological solutions integrator with a global presence through an extensive international network.

We organize or participate in several events in the technological realm and are looking for an Event Manager available immediately to cover an increase in activity towards the end of 2023. 🌍👜

### Position Overview:

As an Event Manager at MTi, you will be responsible for conceptualizing, planning, and executing events that align with our clients' visions. For this specific period towards the end of 2023, events will consist of corporate conferences and product launches to private celebrations, giving you the opportunity to work on diverse projects that showcase your creativity and organizational prowess.

### Key Responsibilities:

- Collaborate closely with clients to ensure events are aligned with their objectives and preferences, while adhering to a defined budget.
- Design event concepts, themes, and layouts that resonate with the target audience.
- Manage all aspects of event logistics, including vendor coordination and planning.
- Supervise event promotion through effective marketing and communication strategies.
- Collaborate with the marketing creative teams to develop captivating visuals, invitations, and promotional materials.
- Ensure seamless on-site event execution, including personnel coordination, schedule management, and issue resolution.
- Manage external partners for coverage and media coordination before, during, and after events.
- Track and report on event performance metrics and success criteria.

### Ideal Profile:

- Strong organizational skills and attention to detail.
- Excellent interpersonal and communication skills.
- Previous experience in event planning and execution.
- Ability to manage multiple projects simultaneously.
- Proficiency in office tools and software (Excel, PowerPoint, Gmail).
- Flexibility to adapt to changing event dynamics.
- Professional proficiency in English and Spanish. (Knowledge of additional languages is a plus)

- You are based in Barcelona or the surrounding areas.

The position is for a fixed-term contract of 3 months, but based on fit and upcoming opportunities, we may consider an extension or transition to an indefinite-term contract. 🙄

#### About working at Mingothings international

At MTi, you will join a small, young and dynamic team to take on new challenges and develop the company in the best way. This experience offers a unique opportunity to witness the inner workings of a small company while engaging in a diverse range of tasks.

We strongly believe in the power of imagination, recognizing its equal importance alongside expertise, and we cherish the value of instinct as much as experience. Our organizational structure fosters a culture without strict hierarchies, emphasizing collaboration, creativity, and a passion for innovation

If, like us, you value openness, personality and challenge, then you'll fit right in! 🚀🌟