

JOIN OUR SQUAD

lesbiansWHOTech
QUEER | INCLUSIVE | BADASS



DIRECTOR OF PRODUCTION & PROJECT MANAGEMENT

THIS IS A FULL-TIME, REMOTE POSITION ::

Base Salary :: 85,000 - 95,000 (Director of Production & Project Management)

Base Salary :: 95,000 - 105,000 (Sr. Director of Production & Project Management)

Benefits:: Health Insurance, Vacation & Sick Time, Computer Stipend & more

ABOUT THE ROLE ::

Lesbians Who Tech & Allies is looking for a Director of Production & Project Management to join our talented Squad. The Director of Production & Project Management will work closely with the senior leadership team to lead virtual production and support in-person production for our bi-annual summits and any additional events throughout the year. We are looking for an individual with event production experience as well as strong project management skills who will provide leadership and management of all Lesbians Who Tech & Allies events and ongoing projects.

Your approach to your work: This is the right fit for someone that gets excited by a challenge, wants to learn and work hard, has a breadth of event knowledge, and wants to really make an impact. We are a small and scrappy team trying to achieve what feels like the impossible at times. As Glennon Doyle says, you can do hard things.

We promise: You will learn more here about media, events, diversity & inclusion, teamwork, and entrepreneurship than anywhere else.

WHO YOU ARE ::

- You love planning and executing amazing events.
- You thrive in fast-paced, high-performance environments.
- You are comfortable taking action and feedback while dealing with ambiguity.
- You love solving hard problems.
- You are resourceful and eager to seek out knowledge.
- You are an over-communicator and know how to manage-up.
- You are able to pivot quickly and adapt to change.
- You love supporting and collaborating with teammates for shared success.
- You thrive in environments without structure (i.e. small teams), while pushing towards assisting in operationalizing areas of the business.
- You love and enjoy making the impossible possible, i.e. your first thought is, "let's find a way to make this work."
- You love the fast pace of events and small startups.
- You are passionate about elevating our brand and growing our community.
- You love email and communication tools like Slack & Trello.
- You hold yourself accountable to meeting deadlines and delivering the highest quality product.

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WHAT YOU'LL DO ::

Event Production Management ::

- Lead all aspects of virtual production and assist in leading in-person production, logistics, and execution including but not limited to ::
 - Creating virtual event in Hopin (or similar virtual platform)
 - Building agenda in Bizzabo
 - Managing ticket & registration process
 - Managing workflow of staff and volunteers supporting event
 - Coordinating with Graphic Designer for all event design assets
 - Communicating regularly with senior leadership team regarding problems or issues impacting production
 - Securing and managing venues and vendors
 - Other production aspects as necessary
- Leading the Lesbians Who Tech & Allies Team in our “all hands” approach during in-person and virtual Summits to ensure an engaging experience of our Summit attendees.
- Maintain event project management schedules and task lists to ensure all deadlines are met. Provide co-workers with consistent and ongoing progress reports for each event
- Represent Lesbians Who Tech & Allies at all Summits and other external events

Project Management ::

- Create project plans & deadlines
- Project Manage events and team projects
- Manage Trello Boards to support team members in staying on track to meet project deadlines
- Keep our team running smoothly, supporting the senior leadership team, as needed, to keep the team working efficiently.
- Assist in supporting team to meet quarterly KPIs for all department

EXPERIENCE & QUALIFICATIONS ::

- 3+ years in-person event production experience
- 2 + years virtual event production experience
- 2 + years project management experience preferred
- Strong project management skills that will provide leadership and strategic direction to meet deadlines and execute a high-level event.
- High attention to detail with a strong ability to take ideas and overviews and turn them into actionable plans and deliverables
- Strong listening skills and the desire to achieve shared success
- Excellent judgment and the ability to make sound decisions independently
- Stellar project management skills with exceptional attention to detail and discipline to organize and prioritize
- Experience thriving in a fast-paced, high-performance culture where the business and goals evolve to meet industry needs
- Savvy individual with the ability to think outside the box and act quickly
- Effective communicator across all levels
- shared success

Technical Capabilities & Platform Experience:

- Google Workspace :: Gmail, Google Docs, Google Sheets (including proficiency in formulas)
- Event Platforms :: Hopin, Bizzabo a plus
- CMS/Webpage Creation :: WordPress a plus
- Project Management :: Trello a plus

- CRM Experience :: Hubspot and/or Streak a plus

THE COMPANY ::

[Lesbians Who Tech & Allies](#) is the largest LGBTQ technology community in the world -- committed to visibility, intersectionality, and changing the face of technology. We are 100,000 LGBTQ women, trans, people of color, non-binary people, and allies in tech in 100+ cities worldwide. Over 30,000 women and non-binary people in tech attended our Pride Summit in 2020, making us the largest professional LGBTQ event in the world.

Our programmatic work includes a coding scholarship for non-binary and LGBTQ women called the Edie Windsor Coding Scholarship Fund, a mentoring program called, Bring a Lesbian to Work Day, and a leadership program -- #LWTSQUAD -- focused on supporting our community as they level up their careers. We're not just creating communities; we're pushing the tech sector to be more inclusive and changing the face of the entire tech industry.

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