

Associate, Events

Are you passionate about making a big impact by connecting people through opportunities to engage with compelling programming? Do you enjoy working in a collaborative environment where innovative work is done? LabCentral, is seeking an Events Associate reporting to the Lead, Events & Operations.

This role requires a focus on providing high-quality client service with strong communication skills and the ability to anticipate the needs of each unique event.

You'll be a strong fit for this role if you have 1+ years of experience in event coordination and/or customer service. Bonus points if you are the kind of person that finds yourself loving nitty gritty details of planning and/or straightening out chairs no matter where you go or where you are.

RESPONSIBILITIES

Your day-to-day will include some recurring tasks, as well as responding to in-the-moment needs. Every day is different, so flexibility and responsiveness are key!

For the first few months of your time at LabCentral, you will be acting in a Concierge function and learning all the aspects of our front-of-house operations. This includes welcoming guests and responding to resident needs and questions. The aspects of the Events role are highlighted below.

Some examples of how you can expect to spend your time include:

- Displaying a high-level of customer service and ensuring residents have a positive experience
- Executing physical setups and teardowns of event space including A/V systems, banquet event orders, furniture of more than 150 events annually
- Coordinating with vendors, partner organizations, and event hosts to ensure successful experiences
- Collaborating and guiding internal teams, residents, and sponsors on executing events and programming
- Assisting with communications for an audience of 500, including weekly email and printed newsletters
- Assisting with registration for and management of virtual events and webinars
- Managing the flow of the events experience while providing individual support as needed
- Gaining familiarity with providing tours, and our procurement, invoicing, and record keeping processes
- Other responsibilities as needed and appropriate to support the team and our residents

You're not expected to hold all the below qualifications, however, the ideal candidate will possess many of the below:

DESIRED QUALIFICATIONS AND TECHNICAL SKILLS

- Proficient in Microsoft Office Suite, especially Outlook calendars and PowerPoint
- Find ease in learning new technology and software (bonus points if you are familiar with Adobe Suite and InDesign!)
- Have an eye for visual design
- Flexibility to occasionally work evenings and rare (if ever) weekends
- Ability to lift and carry a minimum of 25 pounds

DESIRED COMPETENCIES AND BEHAVIORS

- Ability to maintain professional presence in a fast-paced environment
- Have strong time management, prioritization, organization, and decision-making skills
- Natural ability to build relationships with residents, sponsors, colleagues, and vendors
- Curiosity to learn the LabCentral community, to continue to build skills and grow, and to learn our systems and processes related to event programming and spaces
- Believe work and having fun can be synonymous
- Enjoy being part of a team while being capable of working independently

BENEFITS

- Medical and dental premiums full covered, including deductible costs
- Unlimited vacation
- Three months fully paid parental leave
- 401K match up to 6% with immediate vestment
- Partial or full reimbursements towards transportation (parking pass, MBTA, or bike commuting costs)
- gym/fitness/yoga memberships or classes, massage therapy, and cell phone stipend and repairs
- Reimbursement for continuing education/training towards your job, student loan reimbursement
- Long- and short-term disability, life insurance
- Amazing colleagues, inspiring residents, sleek workspaces with tons of snacks, and in-house programming on thought-provoking topics!

ABOUT LABCENTRAL

Founded in 2013 in the heart of the Kendall Square, Cambridge biotech innovation hub, LabCentral is a network of shared laboratory spaces designed as launchpads for high-potential life-sciences and biotech startups. A private, nonprofit institution, LabCentral offers fully permitted laboratory and office space for as many as ~450 scientists and entrepreneurs in about 70 companies across its two-building campus. LabCentral provides first-class facility and operational support, skilled laboratory personnel, and a domain-relevant expert speaker series – as well as the other critical services and support that early-stage companies need to begin laboratory operations on day one. To date, LabCentral resident and alumni companies have raised a total of \$5.9B in funding, and in 2019 secured 21% of all Series A capital invested in biopharma in the US.

EQUAL OPPORTUNITY EMPLOYER

LabCentral is committed to building teams that reflect the fabric of the city around us. We welcome all candidates regardless of race, color, ancestry, gender identity or expression, religion, national origin, sexual orientation, age, citizenship, marital status, disability, Veteran status, or any other legally protected status. Any other human expressions and experiences not mentioned here are equally welcome. If you require an accommodation, please let us know. We are proud to be an equal opportunity employer.