

Join us for celebrating innovation as an Events Manager (m/f/d)

Are you ready to dive into the dynamic world of insurance innovation? The InsurTech Hub Munich e.V. (ITHM) is at the forefront of revolutionizing the insurance industry, and we're on the lookout for a creative and enthusiastic Events Manager to join our team.

Who We Are:

The ITHM is one of twelve state-funded digital hubs (de:hubs) in Germany. The ITHM is building the global epicentre of corporate innovation and insurance technology entrepreneurship. For corporate partners the ITHM provides the ecosystem and the unique opportunity to innovate and create the future of the insurance industry. As an innovation platform, the ITHM fosters mutual exchange and collective know-how. We are organised as an industry association and are based at WERK1, the 'most start-up-friendly place in Munich'.

Your Role: Events Manager (m/f/d)

Fulltime / 2 years contract (parental leave) / Start latest March 2024

Key Responsibilities:

- **Creating unforgettable moments:** Creating and planning of our ITHM innovation event formats to generate added value and meaningful networking.
 - **Coordinating events:** Coordinate (one- or multiday) event timelines and schedules, ensuring seamless execution and timely resolution of upcoming issues.
 - **Managing participants:** Send invitations to partners, members, and startups using Mailchimp and email platforms, taking care of the (on site) registration process with Lu-Ma or other platforms. Be as innovative as possible.
 - **Designing content & visuals:** Use content management and graphic design tools (e.g., Wordpress, Canva, Photoshop).to create appealing visuals, badges, invitations, ...
 - **Monitoring budget:** You will manage the procurements process for all event related costs and budget oversight in close collaboration with the Head of Finance.
 - **Coordinating Stakeholders:** (Co-)hosting various event formats with organizations such as Bitkom, SZ and universities. Organize and coordinate external service providers such as WERK1, catering companies, photographers, etc.
- Having an eye for details:** Preparing catering, setting up rooms, conducting tech checks, etc. will also be your tasks.

Vorstand des Vereins

Dr. Klaus Driever (Vorsitzender),
Johannes Wagner, Dr. Joachim
Ziegler, Falk Löffler,
Kathrin Schwidder

Sitz der Gesellschaft

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Steuernummern

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What We're Looking for:

- 3+ years of proven experience in strategical and operational event planning, including coordination and execution.
- Exceptional organizational skills with strong self- and project management capabilities
- Understanding of the corporate world, especially in finance and/or the insurance industry is a plus
- Extroverted, open-minded and creative mindset to contribute innovative ideas to our ITHM events
- Hands-on personality with a DIY attitude.
- Willingness to thrive in a dynamic environment, where not one day is like the other.

What We Offer:

- **Leading Role:** Contribute to the expansion of ITHM and position Munich as an international innovation hotspot. Create events that have your handwriting.
- **Access:** Be part of Europe's largest and growing InsurTech ecosystem with connections to leading corporates, startups, partners, and investors.
- **Personal Responsibility:** Enjoy a high level of personal responsibility, creative freedom, and flat team hierarchies.
- **Professional Network:** Grow your exclusive professional network in innovation and communication.
- **Creativity:** Room for creative freedom and new ideas.
- **Motivated Team:** Join a diverse team with flat hierarchies of 'movers and shakers' ready to tackle one of the world's largest industries.
- **Flexibility:** Flexible working hours and the option for working remote.
- **Perks:** Lunch & Mobility Benefits, Free drinks, and delicious barista coffee in our modern office at Ostbahnhof.

Ready to redefine your Story with the ITHM and have us and our partners speechless because of your phantastic event management skills? Take the Leap! Apply now and let your story unfold with the InsurTech Hub Munich e.V.. Together, let's create events that our community won't forget about.

How to Apply:

Are you tired of the traditional CV routine? **We are too!** At ITHM, we're all about breaking the mold and embracing innovation at every turn – even in our hiring process. We want to get to know the real you, beyond the lines of a standard resume. So, instead of asking for a CV, we invite you to share your story in a more dynamic and engaging way. Here's what we'd love to know:

- **Your Educational Journey:** Briefly describe your educational background, highlighting any standout experiences or achievements.
- **Your Professional Adventure:** Share your most recent job experiences. What did you learn, accomplish, and enjoy in your last roles? What is a project or event you are most proud of?
- **Your Motivation to Join ITHM:** What sparked your interest in joining our team? What excites you about contributing to our mission?
- **How to Share Your Story:** Feel free to get creative! You can submit a written document, a video, an infographic – the format is up to you.

Send your story to jobs@insurtech-munich.com with the subject line: Application Events Manager (m/w/d)".

Remember, we're not looking for perfection; we're looking for authenticity. So, let your personality shine through, and show us why you're the perfect fit for our phantastic ITHM team.