

If you have a successful career in the Event Industry and have always wanted a piece of the action, this is your opportunity.

We are a new start-up organizing the “I am a K-Pop Star Indonesia 2024” event. We are looking for exceptional people, who are passionate about music festivals and concerts. He/she will rise to our standards while bringing their unique perspectives to the table. This is an expanding, innovative company opportunity to work with a team of dedicated and experienced professionals dedicated to creating one-of-a-kind music festivals and contests. How many times have you helped build successful events and realized that you had no share in their true value? This will be your golden opportunity to get your skin in the game.

Job Title: Project Executive

Location: Jakarta, Indonesia (Hybrid)

Job Type: Full-time

Key Responsibilities:

- Act as the day-to-day contact for identified potential clients and existing clients.
- Promote events and create marketing content for digital marketing campaigns with supervision by the Project Manager.
- Recruit exhibitors, sponsors, media partners, community partners, and event promoters with the support of the Operations team.
- Oversee project planning functions, including marketing content, attendee management, and budget management.
- Document operating processes and ensure adherence to customer compliance processes and regulations.
- Manage revenue for projects, including project reconciliation and working with the Project Manager and Founders on final program billing and reporting of P&L.
- Execute digital marketing strategies, optimize ad campaigns, create promotional videos, handle internal communications, and analyse data to increase leads.

Qualifications and Requirements:

- Inherent ability to work seamlessly under pressure while adapting to ever-changing scenarios.
- Proven problem-solving capabilities - anticipating, initiating, and resolving issues.
- Meticulous attention to details.
- Sales experience is a plus.
- Excellent time management.
- Organizational skills to manage multiple projects.
- Ability to lead small project teams and run programs independently (i.e., Virtual/Hybrid).
- Ability to travel when required.

Preference will be given to those who also have:

- An undergraduate degree or higher in a field relevant to the role.
- Experience in planning meetings, incentives, concerts, festivals and performance events.
- Experience in managing external partners, suppliers, and vendors, sourcing and negotiating contract services.
- Experience in leading/working in a team.
- Excellent verbal and written Indonesian(Bahasa) and English communication skills.
- Proficiency in Bahasa, Chinese, Japanese, Korean, and other language(s) is a plus.
- Computer literacy in Microsoft Offices, Canvas, Adobe AI(or PS).

Compensation: Commensurate with the work experience plus a performance bonus