



# Events & Communities Manager

## Job Specification

### About Optalysys

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Enabling a world of secure computing. Harnessing the power of light, we push the boundaries of what is possible in data security by bringing speed to always-encrypted data technology. Through optical computing, we accelerate Fully Homomorphic Encryption (FHE) beyond the capabilities of electrical computing, making secure data sharing and collaboration a reality for everyone, everywhere.

We are committed to building a home for exceptional talent.

### What is the Role?

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As the Events and Communities Manager, you'll be at the heart of our dynamic Marketing team, leading the charge in identifying, planning, and executing standout industry events that put our company and innovative technology on the map. This is also an opportunity to shape the direction of our owned events from the ground up, taking full ownership of their execution and success.

You'll work hand-in-hand with a creative and driven Marketing team, where your strategic insights will help us build a thriving community around our brand. By identifying key engagement channels and leveraging our community for valuable feedback, you'll play a crucial role in driving the growth of Optalysys.



Key responsibilities:

- Leading the identification, planning and execution of all external events globally, including webinars, conferences, exhibitions and speakerships
- Overseeing all aspects of event delivery and logistics, including budgeting, stakeholder communication, shipping and marketing support
- Driving and delivering an owned programme of events to include webinars, hackathons and bootcamps
- Measuring and reporting ROI for all event engagements
- Creating and owning initiatives to build and retain an engaged community through a range of communication channels, including our subscription hub and social media
- Developing and managing a programme of internal communications to build our in-house community

## About You

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We are looking for somebody with a strong background and proven experience in event management and community development. You will need to be collaborative, an excellent communicator and able to work in a fast-changing environment. You will have:

- A proven ability to identify high-impact third-party events that deliver strong ROI
- Experience coordinating with a diverse range of stakeholders to ensure seamless event delivery and logistics
- In-depth knowledge of social media platforms, with a track record of driving successful campaigns
- Exceptional project management and organisational skills, ensuring every detail is executed flawlessly
- Strong communication skills with the ability to engage stakeholders at all levels of the business
- A collaborative approach to teamwork and partnership
- A proactive mindset for problem-solving, ensuring challenges are met with creative solutions
- Experience in managing budgets efficiently to maximise value
- A results-driven attitude, always aiming for measurable success and impact

You may also have:

- Experience of working within the technology sector in a similar role