



Job Posting – Signature Event Manager, MTIF & Programs

Position Title: Octane Signature Event Manager, MTIF & Programs

Time Requirement: Full-Time

Location: Aliso Viejo, CA

Octane convenes and enables the Southern California Tech and MedTech business ecosystem by connecting people, resources and capital. We will help create 55,000+ high-paying technology jobs in Southern California by 2030 through our Signature Events, LaunchPad Accelerator, as well as our Octane Enterprise Solutions (OES) business. Octane annually welcomes more than 8,500 people per year to its 35+ Octane Partner & Membership Programs and 5 Signature Events: Tech Innovation Forum (TIF), MedTech Innovation Forum (MTIF), Ophthalmology Technology Summit (OTS), Aesthetics Technology Summit (ATS), and High Tech Awards (HTA). Octane Partner & Membership Programs include approximately 35 programs per year such as Partner/Membership Socials, Educational Panels, Networking Events, Private Dinners, etc.

The **Octane Signature Event Manager** will be responsible for managing the master event project plan and execution of Octane's MedTech Innovation Forum (MTIF) conference and Octane Partner & Membership Programs on an annual basis.

Essential functions include:

- Create, manage and execute master strategy and project plan for MTIF and Octane Partner & Membership Programs
- Manage MTIF & Octane Program financials, including revenue and expenses
- Develop and manage event content, including topics, speakers and ancillary events for both MTIF and Octane Programs
- Manage and leverage the Octane Advisory Committees for key events
- Scale events; i.e. revenue/sales, number of attendees, ROI to constituents and the ecosystem
- Create and foster key relationships with industry, partners, physicians, investors, entrepreneurs and universities
- Work collaboratively with the Octane team to achieve organizational and event goals
- Manage event vendor relationships and contracts
- Other event-related duties as assigned

In addition, the Signature Event Manager, MTIF & Programs, as part of the Octane team, will assist with Annual Partnership and Membership, LaunchPad SBDC, Octane Enterprise Solutions, and other Octane activities as assigned.



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Knowledge, Skill and Experience:

Minimum Education (or substitute experience) required:

- Bachelor's degree

Minimum Experience required:

- Minimum 3-5 years of experience with meeting and/or event planning
- Experience working in deadline-driven environments
- Experience handling multiple assignments simultaneously
- Experience working in team environments
- Proven ability to monitor and meet financial goals
- Prior sales and marketing experience preferred
- Background in entrepreneurship, innovation, investment, tech and/or medtech preferred

Skills Required:

- Strong project management skills
- Ability to communicate effectively in verbal and written interactions
- Demonstrate personal and professional leadership in every role you assume
- Apply critical thinking skills to solve problems and contribute to goals
- Ability to prioritize, meet deadlines, and maintain high productivity levels at all times
- Strong contributor in collaborative, team environments
- Have and demonstrate acute attention to detail
- Strong capabilities with Microsoft Office, including Excel, PowerPoint, & Word

To Apply:

Please send your cover letter and resume to Jamie@octaneoc.org.

About Octane:

More information is available online at www.octaneoc.org.