Call for Proposals: Event Organiser

KDE is an international community dedicated to writing Free Software for end users. Thousands of professional volunteers are working on software like a desktop, graphics applications, PIM programs, games, educational software and more. KDE e.V. is the legal organization behind KDE. It represents and supports KDE and provides governance to the community worldwide.

KDE e.V. is looking for an event organiser to help KDE organise events such as its annual conference, Akademy. This is a contract opportunity for around 15 hours per week, starting immediately.

You will be supporting the event teams in organising great in-person, hybrid and online events for the community with a main focus on our flag-ship event Akademy. This will happen by handling the logistics, attendee outreach and coordinating the program committee's work.

KDE is working towards a world in which everyone has control over their digital life and enjoys freedom and privacy. KDE develops free and open source software. Contributions are made by thousands of talented contributors (developers, artists, marketers, translators, etc.) from all over the world. You will have the opportunity to support a diverse community of people who want to change the world and who are doing this with passion. By putting together this event you will make it possible for the community to gather, exchange ideas, celebrate and build friendships.

Tasks and responsibilities

- Various administrative tasks around the event organisation
- Helping to arrange the social event including researching options and booking
- Preparing information for attendees for a smooth experience
- Coordinating the work of the program committee to ensure a great program and that the talk schedule is published on time
- Participating in weekly online team meeting to help everyone stay on track

Qualifications

- At least 2 years of event organizing experience
- Fluent in English (written and spoken); fluent in German is a plus
- Experience working with volunteers and in an open community
- Proficient in or able to learn communication via Matrix chat and mailing lists, and content writing/editing via Drupal
- Located in Europe is a plus

How to apply

Please send your proposal (including your availability, pointers to previous events you organized and your hourly rate) by email to kde-ev-board@kde.org (subject: event organiser). Please don't hesitate to contact us if you have any questions.