



WHO WE ARE

Six years ago, the team at BDI began its journey as a B2B marketing agency that specialized in producing roadshow roundtable events for tech companies. We grew fast, earning two consecutive years on the INC 5000 list in 2019 and 2020. Last year, despite the events industry being massively disrupted, we pivoted quickly to producing virtual roundtable events with new and existing clients, and without skipping a beat, we're expecting 2021 to be another year of growth! We're now experimenting with hybrid events, and looking to produce live ones in the fall. Our team culture has made this possible and is what sets us apart—we believe people do their best work with:

1. **Flexibility and a healthy work-life balance:** work from anywhere, flexible hours.
2. **Respectful, collaborative, and friendly relationships with the whole team:** we don't believe in pigeonholing people—you're joining a collective organization.
3. **Growth opportunities personally and professionally:** we find new leadership WITHIN the company as we grow, with endless options to take on new responsibilities and contribute new ideas. Members of our leadership team started as researchers.

WHO WE NEED

We're looking for a part-time **venue researcher**. Responsibilities include detail-oriented research on venues for our in-person and hybrid events in cities nationwide.

This job requires attention to detail, organization and strong communication.

Meticulously detail-oriented, even when multitasking:

Researching venues requires a lot of detail and fact checking. Organization skills are key to keeping the details straight when receiving this from venues.

Skilled in Google Drive, MS Office, and possess general computer literacy:

While this job isn't hugely technical, we work in many different programs, tools, and platforms that you'll need to be proficient in. You will be trained in-house on everything we use, but we expect a *thorough* understanding of the basics.

A great communicator:

This is a remote role, so communication skills are more vital than ever before.

A strong problem-solver who takes ownership:

While we do have established processes and workflows, there's a lot of variance in the strategy behind each successful venue.

Other Preferred Qualifications:

- Bachelor's Degree or working on it
- 1+ years professional experience (internships acceptable)

JOIN US

This is a (remote) part-time, hourly position. Amongst a lot more, we offer:

- A competitive hourly wage
- A culture that includes a work-life balance focus and an agile, start-up environment
- Acceleration of your professional development with ample opportunities for promotions & growth

Please submit both your resume and a cover letter to careersebdionline.com to apply. Use the subject line "Your Name — Venue Researcher". We'd like to know a bit about you—namely, what about this post makes you feel we'd be a match?

Thank you!