Business Development Associate

Comp Overview: Full-Time, Exempt, Competitive salary. 100% employer-paid health, dental, and vision for you and your family, and flexible PTO.
Reports to: Director of Business Development
Department: Business Development
Hours/Work Schedule: This role primarily operates during standard Monday-Friday business hours, with flexibility required for periodic business travel, client dinners, trade shows, networking events, and other client-related activities outside regular hours.
Location: Boston-area preferred with hybrid working opportunity at our southern New Hampshire HQ

Job Summary

Love live events and the people who make them happen? We are hiring a Business Development Associate to build and deepen relationships with our clients. No commission, no quotas, just genuine relationships with cool, cutting edge, inventive clients and a world-class team that loves what it does.

Events United and Studio Lab deliver high-impact production experiences that bring technology, creativity, and precision together under one roof. From large-scale corporate events and festivals to brand activations and sales kickoffs, we design and execute events that stand out. Our on-site studio offers an advanced facility for broadcast, rehearsals, R&D, virtual production, and innovative projects, and provides the infrastructure, space, and technology for clients to do their best work.

But what truly sets us apart is our people. Whether it's a live event loading into a stadium or a studio shoot with layers of technical complexity, our team brings professionalism, passion, and a lot of heart. They thrive in the pressure and unpredictability that comes with this industry: not just powering through it, but genuinely loving it. The culture we have built is collaborative, upbeat, and rooted in mutual respect. We work hard, solve problems creatively, and have fun doing it together.

We're looking for a Business Development Associate who fits into our culture and is excited to grow with us. This is a relationship role, not a sales role. You'll work hand in hand with our Director of Business Development to support and strengthen our client relationships: getting to know our clients, understanding what they're trying to create, and connecting them to the right people and capabilities across our live events, Studio Lab, and integrations teams.

Early on, you will support relationships the Director leads, learning our clients, our services, and how we work. As you build trust and your own network, you will take on more ownership, and new connections you bring to the table are always welcome. What's in it for you? Mentorship from senior leadership, behind-the-scenes access to events and studio shoots, and a say in building our BD playbook.

If you're looking for somewhere to grow in your career, it's here with us.

What you'll do

- Support and strengthen client relationships across our 3 service lines
- Stay in regular, genuine touch with clients
- Help plan and host client visits and tours of our NH campus and Studio Lab, from agenda and logistics to demos and outings
- Represent the team at industry events, association meetings, conferences, and trade shows
- Build our network in the Greater Boston corporate events, agency, venue, and hospitality communities
- Act as a bridge between clients and our live events, Studio Lab, and integrations teams

EVENTS UNITED
PREMIER PRODUCTION SERVICES

STUDIOLAB
CREATE HERE

Business Development Associate

- Help prepare for discovery meetings, proposals, and client presentations alongside the Director of BD and department leads
- Keep things organized
    - Log relationships, conversations, and opportunities in our CRM and keep notes current
    - Track industry trends, competitors, and upcoming events worth attending
    - Bring ideas and market insights back to the team as we build our BD playbook together

Job Qualifications

- 3 to 5 years in a client-facing role in live events, event production, experiential marketing, hospitality, venues, an agency, or adjacent industries
- A natural relationship builder who gets energized by meeting people and making connections
- Confident from day one in client meetings, site tours, and networking rooms
- Strong follow-through and organization; CRM experience a plus
- Curious about the production and technical side, and eager to learn it
- Based in or near Greater Boston and comfortable traveling to our NH HQ, client sites, and events

Benefits

- Health Insurance: Anthem Blue Cross Blue Shield HMO Pathways Silver
    - Plan covered at 100% by Employer for all eligible dependents (spouse + children).
    - Options to upgrade to other Anthem Blue Cross Blue Shield HMO plans covered at 50% by employer.

- Dental / Vision Insurance covered at 100% by Employer for all eligible dependents (spouse + children)

- 401k Retirement Plan eligible after 90 days of employment
    - Employees are automatically enrolled at 3% contribution, but can opt-out at any time.
    - Up to 4% company match (vests after 1 year of employment)
    - Must be 21 years of age.

- Life Insurance: Individual - up to $100 per month; Married - up to $200 per month

- Long Term Disability Insurance

- Flexible Paid Vacation Policy

- Paid Holidays (8/year):
    - New Years Day
    - Memorial Day
    - Independence Day
    - Labor Day
    - Thanksgiving Day
    - Day after Thanksgiving Day
    - Christmas Eve Day
    - Christmas Day

- Professional development and training opportunities are available. Pursuit of these opportunities is strongly encouraged. Time and compensation for these opportunities is considered on a case-by-case basis.

Does this sound like you? Email your resume to careers@eventsunited.us!