CREATIVE SERVICES COORDINATOR
Creative Services team at CSI DMC located in Chicago, IL

The CSI DMC Creative Services Coordinator is integral to the success of the CSI brand. We are looking for someone who is an exceptional writer and a creative thinker, with an eye for design. The Creative Services Coordinator is directly responsible for creating proposals, presentations, & collateral, contributing concepts that build business, and demonstrating a passion for exceptional experiences, in all they develop. They are expected to demonstrate innate creativity, achieve goals autonomously and as part of a team, to meet deadlines, and to think “big picture” while working on the details. In addition, the position requires a personable style to work cohesively with internal staff to achieve CSI’s desired strategic outcomes. This position is on the Creative Services team, as part of the Chicago Office.

CORE RESPONSIBILITIES:
• Collaborate on the development, writing, and design of client proposals and presentations
• Creative storytelling of the full guest experience throughout the entire event/theme from decor, entertainment, interactive elements, food and beverage, etc.
• Researching and strategic knowledge-gathering of destinations nationwide
• Contribute to brainstorms and research new ideas, themes, etc.
• Create and maintain the database of pre-written descriptions for proposal options such as tours, restaurants, venues, concepts, etc.
• Design storyboards of images to be included with written descriptions to further enhance, convey, and sell ideas
• Work as part of a team to design and manage proposal & presentation templates
• Collaborate on various marketing efforts and other administrative marketing duties
• Reaching out to new vendors who are discovered through networking, colleagues, industry publications, etc.
• Taking vendor calls and setting up vendor/venue site visits and presentations
• Submit & engage on company Social Media platforms.
• Join client meetings/calls/sites/presentations when needed
• Attend industry networking events
• Stay up to date on industry news and trends to share with team
• Additional administrative duties related to CSI DMC creative needs, and other responsibilities/tasks as assigned

REQUIREMENTS:
• Bachelor’s Degree, ideally in the field of communication, visual arts, or marketing.
• An impressive talent in descriptive writing with the ability to be communicative, clear, creative, and tell the story. Please provide samples (see below).
• A creative mindset, always thinking outside the box, a ‘let’s make this work’ attitude
• The ability to convey/capture a message with imagery by selecting the perfect picture, graphic, look, etc.
• A desire to build upon existing knowledge to develop a creative portfolio of resources.
• Comfortable to take initiative and propose ideas.
• Highly proficient in Microsoft Office Suite programs.
• The desire to learn more about the events industry and Destination Management Companies, and their services.
• A lively interest in research, attending activities and opportunities to assist creative development.
• A highly organized approach to work schedules & setting priorities, a high attention to detail, and a professional manner.

DESIRED, BUT NOT REQUIRED:
• Experience with Destination Management Companies and/or other aspects of the events industry.
• Graphic Design capabilities with experience working in the Creative Cloud (in particular InDesign).
Please be sure to provide 2-3 samples of original work featuring creative writing (with visuals a plus!) that could be/has been used in a professional setting. Samples can have any subject, but must depict your skills in conveying a message/experience to clients.