

EVENT MANAGER

Position is with the Event Management team in our Boston, MA office and reports to the CSI Boston Director of Event Management.

CORE RESPONSIBILITIES:

- Understand and proactively manage events and their functions with a “can do” approach. Areas include but are not limited to: special event management, venue and vendor coordination, production, creative ideas and concept development with clients after sale, activity/tour arrangements, management of hotel room blocks, site inspections and other DMC/event management tasks as required.
- Understand and execute client needs, creating a client/partner relationship
- Conceptualize and lead strategic client programs, drive planning process and understand event scope
- “24/7” contact for clients during programs
- Add vision and creativity to client programs as an extension of their team
- Observe and develop “enhancement” opportunities to increase profit opportunity on programs
- Serve as lead on programs as needed, work collaboratively with other team members
- Participate in discovery of new vendors
- Provide oversight to independent contractors on aligned programs
- Manage budget of assigned events, including profit and loss statements
- Take active participation in site visits with the sales team and clients
- Develop and maintain communications in a cooperative and professional manner with all levels of staff, vendors, industry partners and clients
- Self-educate or partake in CSI training opportunities
- Attend scheduled internal meetings
- Communicate to team and management of event and operational success and advise on best practices
- Report directly to Director of Event Management
- Adhere to accounting practices and deadlines
- Manage site selection, RFP creation and management, site inspections, and Post-event reviews

REQUIREMENTS:

- Minimum 3 years professional event management experience
- Strong background in program management and execution
- Bachelor’s Degree or equivalent experience
- Strong problem-solving, project management and task management capabilities
- Strong working knowledge of Excel, Publisher, Word and cloud-sharing programs
- Understanding of social media in event settings
- Desire to grow in the organization and engage in potential client travel opportunities
- Time Commitment: full time; travel will be included; long days and some weekends are expected
- Professional designations or a desire to earn them highly regarded: CMP, DMCP, CSEP, etc.