



Job Description

Freelance Event Producer

Reports To: Director of Operations

Position location(s): Denver, CO
Vail, CO
Orlando, FL
Tampa, St. Pete/Clearwater, FL
Las Vegas, NV

Freelance Event Producer:

Imprint Events Group is seeking Freelance Live Event Producers to engage on multiple high-level projects throughout the year. Current opportunities would be contracted on a project basis with the opportunity to become a full-time salaried employee. Candidate(s) will work directly with the Imprint Sales/Accounts team to coordinate and manage event logistics. Candidate must have a proven track record of managing high-profile projects and events professionally and successfully. Must be an excellent multi-tasker, strong leader and have solid supplier relation and client service skills. Experience in trade shows, experiential events and production is a plus but not required. Individual(s) must be organized, self-motivated, able to think creatively and quickly, and must be able to approach unique problems with a positive approach.

Essential Duties & Responsibilities:

- Will work in tandem with the Sales/Account Manager as well as Operations to ensure client priorities and objectives are met and maintained throughout the production/execution
- Attend events, site visits, client meetings and major presentations as needed
- Developing a detailed plan of action leading it through completion and ensuring that the project is running smoothly during all phases
- Managing production and event staff, including assigning individual responsibilities and setting deadlines and deliverables
- Translating creative ideas into project plans and deliverables
- Overseeing the creation and maintenance of critical project tracking and documentation
- Developing and managing budgets, handling vendor contract and fee negotiations, ensuring billing and invoicing terms and processes are met
- Managing onsite teams to ensure the seamless installation and execution
- Managing client needs and expectations, while building and strengthening client relationships through superior execution
- Ability to work independently and contribute to a team environment
- Ability to travel as we produce projects and events across the country
- Supervise onsite event staff, vendors, and event elements to ensure a successful event
- Strong work ethic, positive attitude, and desire to succeed
- Follows through on details of all projects in accordance with deadlines





IMPRINT
GROUP

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Education & Qualifications:

- Bachelor's degree in related field or equivalent experience a plus but not required
- Minimum 8+ years' experience as a lead Producer of experiential live events
- Proven track record developing and managing large, complex suppliers/projects/teams
- Proficient using latest versions of Microsoft Word, Excel, PowerPoint, and mail merges
- Experience with audio visual production and virtual events a plus but not a must
- Exceptional verbal and written communication skills

How to Apply: Submit resume and portfolio of past projects via e-mail to: [hiring@imprintgroup.com](mailto: hiring@imprintgroup.com)



Events with IDENTITY

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