



OPENING: Event Coordinator – Contract Position

Email Resumes to: Hiring Manager
info@lrymediagroup.com

Founded in 2017, LRY Media Group is an experiential agency that started with a passion to move brands forward. We are seeking a full-time **EVENT COORDINATOR** responsible for implementing day-to-day logistics functions for client and company events. Our ideal candidate will have 5 years of agency or relevant experience. The candidate must be able to lead, manage, and motivate a team of event coordinators, work in a fast paced, high pressure atmosphere, prioritize tasks, meet critical deadlines, and be able to adapt to changes quickly while remaining calm and professional at all times.

REQUIRED EXPERIENCE

- Event planning, which encompasses coordinating and executing large events and projects, including managing all event logistics, client engagement and complete setup and breakdown.
- Implementation of event management life cycle from inception to completion, including identify event strategies, performing inspections, ensuring client expectations are achieved, and satisfaction follow up.
- Develop event budgets, performs analysis of event cash flow, monitors and evaluates event budget to ensure financial appropriateness and solvency.
- Focus on relationship management including interfacing with clients, influencers and key stakeholders.
- Account management:
 - Creating project plans, reports, and activity recaps.
 - Interfacing with vendors, exhibitors, and stakeholders.
 - Booking venues, entertainment, photographer, and schedule speakers.
- Customer relationship management:
 - Working directly with client and responding to requests in a timely manner.
 - Forecasting client needs and expectations.
- Experience using Microsoft Office, Asana, Basecamp, or equivalent project management tools.
- Ability to lead projects from beginning to end.

REQUIRED SKILLS

Excellent verbal and written communication and interpersonal skills, time management, customer service oriented, budget management, collaborative team leader, ability to work independently and take initiative, servant-leader mentality, views challenges as opportunities, a cooperative contributor, leadership, self-starter, motivator.

EDUCATION: Four-year degree required in marketing, public relations, or a related field.

BENEFITS & PERKS: Professional development & flexible work environment.

ADDITIONAL INFORMATION: This is a full-time contract position. Qualified candidates must be able to work 40 hours per week, with daytime and weekend availability.

COMPENSATION: Commensurate with experience.