**Project Manager**

**COMPANY PROFILE**

Team Holdings Inc., dba Vario Productions (aka Vario), is an industry leading event production company based in San DIego, specializing in Corporate Events, Meetings, Galas, General Sessions, and Social events. We produce close to 250 events per year, and our clients have taken us throughout the United States, as well as internationally. Our vast array of services includes event management, lighting, A/V, and large-scale production.

This candidate will manage logistical elements of high-end corporate, incentive, social, and association events; review and implement the program itinerary; serve as the primary operations contact; direct vendors and on-site staff, and interface with the venue team. A Project Manager is responsible for managing the day-to-day activities of his/her programs including developing and implementing workflow processes and organizational structure and managing internal and external relationships. Specific responsibilities include managing project budgets, staff, event reconciliation and the daily operations and implementation of all events, meetings, and campaigns. The Project Manager will also be responsible for taking a lead role in developing best practices and strong relationships with internal customers, external customers, suppliers, and vendors, providing on-site program support, and coordinating site visits to venues.

**CANDIDATE PROFILE**

**Education and Experience**

**Required:**

* 2-year degree from an accredited university in Business Administration, Marketing, Hotel and Restaurant Management, or related major; 4 years’ experience in a related professional area.

OR

* 4-year bachelor's degree in Business Administration, Marketing, Hotel and Restaurant Management, or related major; 2 years’ experience in a related professional area.

AND

* Strong communication skills, excellent organization and time-management, thoroughness, and the ability to handle multiple priorities. Flexible attitude and evening and weekend availability. Strong math skills; customer service oriented; self-managed and goal oriented; good presentation, people, and writing skills; ability to work in a team environment and be a motivating influence.

**Preferred:**

* Event industry work experience, demonstrating progressive career growth and a pattern of exceptional performance.
* Event Project Management/Operations experience.
* Comfortable with travelling for events up to two times per month.
* Demonstrated skills in supervising a team.
* Knowledge of the following platforms/apps: Vimeo, Zoom, Webex, Vmix, Cvent, Calendly, Google application suite, Wordpress, and Zoho Projects.
* 4-year college degree.

**CORE WORK ACTIVITIES**

**Pre-Event**

* Creates a deliverable timeline based on the scope of the show and specific needs and ensures that the tasks provided are met by the due date
* Tracks and logs hours spent working on specific projects and submits hours on a weekly basis
* Hosts weekly meetings with the client to follow up on tasks
* Travel to event location 2-3 months in advance to meet the client for a site visit
* Manage staff responsible for event coordination activities.
* Coordinate details of events such as conferences, charity events, trade shows, and virtual events.
* Available to consult with Sales Managers/Coordinators during the quote building process
* Calculate budgets and adjust when necessary.
* Work with end client to ensure all requests are met.
* Analyze event performance and prepare metrics presentation.
* Ensure staff is adequately prepared for events.
* Implements a seamless turnover from sales to operations and back to sales while consistently delivering a high level of service.
* Monitors the effective resolution of client issues that arise as a result of the sales process by creating mechanisms to channel issues to leadership and/or other appropriate stakeholders.
* Work directly with the sales manager on any major changes in scope. Work with sales and technical directors on cost effective solutions to ensure transparency with our clients.

**During Event**

* Travel to the event site and act as POC for the client/hotel MGMT/crew.
* Act as the on-site POC for the client, coordinate crew meals, housing, and travel arrangements.
* Give final approval for all event details
* Maintains successful performance by increasing revenues, controlling expenses, and providing a return on investment for the company.

**Post-Event**

* Submit invoices from vendors to accounting for their participation in the event.
* Update Flex orders accordingly for final invoicing and send to sales/accounting to send to client
* Schedule post conference calls with clients and internal management.
* Create event write ups for historical reference..

**COMPENSATION**

This is a full-time, salaried position at $60,000 - $80,000/year annualized, commensurate with experience + company benefits package:

* 401k with company match
* Medical, Dental, Vision, Life Insurance
* Performance based bonuses
* PTO and Holidays
* Paid Educational and Certificate Training