

## CREATIVE SERVICES MANAGER

*Creative Services team at CSI DMC located in Hollywood, FL or Orlando, FL*

The CSI DMC Creative Services Manager 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 Manager 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. There are two positions open currently on the Creative Services team in Florida – one located in our Hollywood, FL office, the other in our Orlando, FL office. Please clarify which office you are interested in when applying.

### CORE RESPONSIBILITIES:

- Development, Writing, and Design of Client Proposals
- Researching, Siting, and Strategic Knowledge-Gathering of the South FL Destinations
- Create and utilize pre-written descriptions for proposal options such as Tours, Restaurants, Venues, Concepts, etc. always ensuring that verbiage is tailored to the event/client of specific proposal
- Brainstorm and research new ideas, themes, etc.
- Design Manage and Maintain Proposal Templates for the South FL market and all client portals (Viper, eved etc.)
- Creative storytelling of the full guest experience throughout the whole event theme from decor, entertainment, interactive elements, food and beverage, etc.
- Design event elements within provided budgets and deadlines while researching supplier availability and managing negotiations with suppliers
- Design storyboards of images to be included with written description to further enhance and convey the ideas
- Design, diagram, cost, manage and oversee creative elements from inception through program operation
- Reaching out to new vendors who are discovered through networking events, colleagues, industry publications, competitors, etc.
- Conduct Vendor/Venue site visits, meetings, & presentations
- Maintain the CSI database of venues and vendors for South FL and be in consistent communication with the area’s best to ensure a great working relationship between our company and our vendor/venue partners
- Maintain CSI presentation collateral to include updated company PowerPoints, marketing photos on iPads, etc.
- Submit & engage on company Social Media platforms.
- Join Client Meetings/Calls/Sites and Presentations when needed
- Attend networking events
- Additional administrative duties related to CSI DMC creative needs

### REQUIREMENTS:

- Bachelor’s Degree, ideally in the field of event management, design, visual arts, or marketing.
- A minimum of 3-4 years of demonstrated progressive responsibility.
- An impressive talent in descriptive writing with the ability to be communicative, clear, creative, and tell the story. *Please provide 2-3 samples of descriptive creative writing that could be/has been used in a professional setting.*
- Strong editorial skills.
- 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.
- Knowledge and/or the desire to learn 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.

Please be sure to provide 2-3 samples of original work featuring creative writing that could be/has been used in a professional setting. Samples can have any subject (tourism/events a plus!) but must depict your skills in conveying a message/experience to clients. All writing samples, resumes, and cover letters can be sent to [csi.hr@csi-dmc.com](mailto:csi.hr@csi-dmc.com).