

## **EVENT MANAGER**

*Position is with the Event Management team located in Las Vegas, NV and reports to the CSI Vegas Director of Event Management and General Manager.*

The Event Manager is a seasoned event professional within the Event Management department, working both autonomously and with direction as needed, with exceptional organization skills and understanding of various types of events. The ideal candidate will have DMC operational experience and /or a broad range of different types of event experience, show initiative, and have a solutions oriented attitude. As a CSI employee and team member, it is required to understand the company vision, values and culture, to appreciate supervisors' guidance, be able to mentor junior staff and to respect and support colleagues. The employee's primary objective is to: *Create an exceptional experience, every time.*

### **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.

CSI wants to have long-term employees who work well with their colleagues. We offer great health insurance coverage, a profit sharing program, 401(k) program and a generous PTO policy.

Qualified candidates will be contacted for an interview. No phone calls, please. Please email resume and cover letter to [debi.kinney@csi-dmc.com](mailto:debi.kinney@csi-dmc.com)