

SALES & CREATIVE SERVICES COORDINATOR

Position is with the team located in Boston, MA and reports to the CSI Boston Director of Sales and General Manager.

The CSI DMC **Sales & Creative Services Coordinator** 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 Sales & Creative Services Coordinator 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.

CORE RESPONSIBILITIES:

- Collaborate on the development, writing, and design of client proposals and presentations
- Creative storytelling of the full guest experience throughout the entire event/theme from decor, entertainment, interactive elements, food and beverage, etc.
- Researching and strategic knowledge-gathering of destinations nationwide
- Contribute to brainstorming and research new ideas, themes, etc.
- Create and maintain the database of pre-written descriptions for proposal options such as tours, restaurants, venues, concepts, etc.
- Design storyboards of images to be included with written descriptions to further enhance, convey, and sell ideas
- Work as part of a team to design and manage proposal & presentation templates
- Collaborate on various marketing efforts and other administrative marketing duties
- Reaching out to new vendors who are discovered through networking, colleagues, industry publications, etc.
- Taking vendor calls and setting up vendor/venue site visits and presentations
- Maintaining the CSI database of venues and vendors for all destinations
- Submit & engage on company Social Media platforms
- Join client meetings/calls/sites/presentations when needed
- Attend industry networking events
- Stay up to date on industry news and trends to share with team
- Provide support with all CSI Signature Events
- Provide administrative support to the Director of Sales, as needed
- Additional administrative duties related to CSI DMC and other responsibilities/tasks as assigned

REQUIREMENTS:

- Bachelor’s Degree, ideally in the field of communication, visual arts, or marketing
- An impressive talent in descriptive writing with the ability to be communicative, clear, creative, and tell the story
- 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 (in particular Microsoft Excel and Publisher)
- The desire to learn more 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
- Knowledge of the City of Boston venues and surrounding areas

DESIRED, BUT NOT REQUIRED:

- Experience with Destination Management Companies and/or other aspects of the events industry
- Graphic Design capabilities with experience working in the Creative Cloud (in particular InDesign)

Please be sure to provide 2-3 samples of original work featuring creative writing (with visuals a plus!) that could be/has been used in a professional setting. Samples can have any subject, but must depict your skills in conveying a message/experience to clients. Qualified candidates will be contacted for an interview. No phone calls, please. Please email resume and cover letter to ainsley.onstott@csi-dmc.com