



# KAPTURE VISION

**FEBRUARY 14, 2018**

## JOB DESCRIPTION: SEASONED EVENT PRODUCER

### OUR AGENCY

Leaders in event design, production and management - our agency consists of a dynamic group of professionals dedicated to the art of creating experiences and transforming spaces. With clients ranging from high-profile international brands to shape-shifting nonprofit organizations, we embrace each project with one philosophy: Brands are experiences and events create connection.

We build events that are unique and exciting to our partners while reaching defined goals with excellent service, integrity and creativity.

### POSITION OVERVIEW

As an Event Producer, you are responsible for supporting the Events Department in planning multiple events. This position requires meticulous detail, strong communication skills, effective negotiation skills, logistical organization, ongoing vendor and client management, as well as budget creation and maintenance. Event Producers report directly to the CEO.

The kinds of projects Kapture Event Producers lead include, but are not limited to:

- Sports & Entertainment Events
- Corporate Events
- Partnership Marketing Programs
- Brand Activations
- Hospitality Suites
- Fundraising Galas
- Incentive Travel
- High-Level Private Celebrations & Weddings

Position requires travel (domestic and international).

### DUTIES & RESPONSIBILITIES

- Manage and lead day-to-day planning and execution of contracted events
- Work as project lead or support manager for all events that are contracted
- Conduct detailed site visits that include: liaising with venue manager, capturing photos, videos, dimensions, layouts, and any other necessary information needed to communicate to Kapture leadership team as well as the client
- Proficient in audio / visual production, print production, creative services, furniture and design aesthetic, and other elements that come together to produce high-level events and experiences
- Prepare internal or external presentations that effectively communicate vision, guest experience, budget, creative deck and brand identity – customizable for the audience (client, vendor, venue, internal team)
- Delegate responsibilities to vendors and venues and manage them with appropriate measures: research & negotiation, budgeting, payments, sourcing, creative services, space layouts, as well as ongoing venue and vendor management
- Maintain documents throughout the planning process (production notes, planning timelines, production schedules, permitting and insurance, budget briefings, and post event debriefs)
- Manage on-site pre-production, run-of-show, strike and wrap-up for events as necessary
- Lead entire event execution including:
  - Hosting weekly production calls and meetings with internal / external constituents
  - Progress reporting to internal / external constituents
  - Reviewing production plans and schedules

- Facilitate decision-making
  - Ensuring client satisfaction
- Manage company and client resources professionally and responsibly
- Manage one specific key account (30% of annual time) focusing on guest relations as it pertains to event registration and travel. Main responsibilities for this account include:
  - Guest communication
  - Arrange travel and hotel accommodations for large groups
  - Provide exceptional customer service
  - Attend monthly meetings with Executive Producer of event and manage agendas, notes and action items

#### COMMITMENT

- Full-time Monday-Friday, 9am – 6pm in our Irvine office, plus any additional hours necessary to meet deadlines. No overtime compensation. Must be available nights and weekends, as well as able to travel on short notice. Specific weeks will need to be blocked off for peak-season.

#### REQUIREMENTS

- 3+ years of lead event management experience, planning events for 100+ attendees
- Bachelor's degree preferred. In lieu of degree, 6+ years of relevant event management experience planning events for over 300+ attendees
- Outstanding interpersonal and teamwork skills
- Focused professionalism, a strong work ethic and deep commitment to customer service.
- Travel planning and logistical management experience required
- Agency experience is a plus

- Impeccable time-management abilities; demonstrated ability to set priorities and allocate resources effectively to focus on critical tasks
- Ability to problem solve and work independently in a constantly changing environment with numerous deadlines
- Excellent organizational, planning and project management skills
- Highly proficient in Excel, Word and PowerPoint. This is a must.
- Moderately proficient in Adobe Suite and SocialTables.
- Highly tech savvy; ability to learn new software or web programs quickly and troubleshoot with little supervision
- Outstanding verbal and written communication skills
- Willingness to work a varied schedule that includes evenings, nights, and weekends

#### COMPENSATION & PERKS:

- \$52,500 – \$60,500 starting salary
- 5 sick days per year
- Paid time off:
  - 0-12 months of employment – 5 days PTO
  - 1-3 years of employment – 10 days PTO
  - 3-5 years of employment – 15 days PTO
  - 5+ years of employment – 20 days PTO
- Post-event time off: To be discussed
- Health insurance: To be discussed