



Independent Contractor: Meetings & Events Manager

Job Description

Position Overview:

Executiveevents is searching for Independent Contractors to be part of our growing team. Independent Contractors are retained and assigned to events based on need. The specific role and deliverables will vary based on the event. This position may require traveling onsite for event execution or the remote execution of virtual events.

Responsibilities:

The Independent Contractor role is varied and may include management of all or some of the following areas:

- Site research, negotiations and contracting
- Project management
- Budgeting
- Client relations
- Agenda/Program management
- Lodging & housing
- Venue logistics
- Food & beverage management
- Audiovisual and production
- Speaker logistics
- Vendor management
- Special Events/Off-sites
- Website development
- Registration management
- Mobile App
- Session scanning
- Lead retrieval
- Trade Show logistics
- Exhibitor/Sponsor fulfillment
- Decor and signage
- Merchandise and Giveaways
- Transportation
- Volunteers & Staffing
- Internet & Electrical
- Special needs and accessibility
- Onsite planning & leadership

Required Skills

- Exceptional customer service skills
- Highly organized with strong attention to detail
- Excellent written and verbal communication skills
- Proficient in a variety of software: Microsoft Office Suite, Google Drive, Zoom, etc.
- Ability to manage multiple priorities and meet deadlines
- Resourceful problem solver
- Team player and collaborator

- Strong leadership
- Works well under pressure
- Proven track record of successfully executing large-scale events

Preferred Skills

- Minimum of 5 year's event planning experience.
- Experience as a third-party planner is highly preferred.
- Deep understanding of both association and corporate event planning industries: including client and project management, hotel and vendor coordination, experience design and attendee registration.
- Ability to quickly learn and adopt planning processes and technology tools.
- Willingness to travel to events and site visits, including international travel.

