

Independent Contractor:

Meetings & Events Planner

Live In-Person & Virtual Events Job Information

Company Overview. Executiveevents (www.executiveevents.com) is a full-service event planning company based in Niwot, Colorado. We provide the highest level of service to corporations, associations, and government agencies from a wide range of industries. Our team's extensive and varied background in the event industry ensures creative and flexible solutions. If there's a problem, chances are we've already solved it. Our experience, with both live and digital events, allows us to understand and anticipate our clients' needs.

Position Overview. Executiveevents is searching for Independent Contractors to be part of our growing team who can support in the following areas:

- Registration Management
- Lodging
- Speaker Logistics
- Exhibit & Sponsor Planning
- Staffing
- Project Management
- Budgeting
- Event Signage
- Space Allocation
- Venue Research
- Venue Contracting
- Food & Beverage
- Audio Visual
- Transportation Coordination

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.

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.
- Excellent computer skills (Excel, Microsoft Word and Microsoft Outlook proficiency required; virtual event platform experience preferred)
- Highly organized with impeccable attention-to-detail
- Strong written and verbal communication skills
- Willingness to travel to events and site visits, including international travel.
- Exceptional customer service skills