

Job Description – Vic Gutman and Associates

Job Title: *Event Project Manager*

Department: Events Team

Full Time • Monday – Friday • 8:30 a.m. – 5:00 p.m.



Summary:

Vic Gutman & Associates (VGA) is looking for a responsible, organized project manager committed to a team atmosphere.

VGA is a fast-paced, downtown office with business hours Monday through Friday. Occasional after-hours meetings and onsite presence at various events is required and will include some nights, weekends and holidays.

The successful candidate will be comfortable working on Apple Mac computers and will have a thorough knowledge of Microsoft Word, Excel and Power Point. Familiarity with the Adobe Creative Suites is a plus.

A detail oriented, self-motivated candidate that can work both independently and with a team is a must. This position also requires excellent written and oral skills. This talented individual will juggle multiple clients, timelines, and schedules to ensure successful implementation of a wide range of projects. Most clients include non-profit organizations and city-wide Festivals.

Job Purpose:

To work collaboratively with other members of the team, serve as a project manager, provide marketing and communication assistance and/or management, maintain fiscal responsibility and positive client relationships.

Essential Duties and Responsibilities:

- Responsible for executing assigned projects from start to finish
- Develop and/or implement marketing campaign(s)
- Manage and build relationships with clients and external partners
- Create, review and regularly evaluate financials and budgets
- Maintain the high standards set in all areas of the company
- Cultivate potential collaborations relevant to your projects
- Support other project managers to coordinate and promote events as needed
- Participate in group meetings to brainstorm new marketing, public relations and/or event enhancements
- Maintain databases, prepare and present reports
- Work and coordinate with community organizations, sponsors and event participants

Qualifications:

- B.S. Degree in Business, PR, Marketing, Communication or Journalism is required.
- 2-3 years of related experience.
- Must have a valid driver's license and a good driving record.
- Ability to work during events on a select number of evenings and weekends.
- Proven experience in maintaining long-term relationships with clients.
- Strong oral communication & written skills.
- Proficiency with Microsoft Office products.

Physical Demands:

- Work is performed in an office environment and onsite at various events.
- While performing the duties of this job, the employee is frequently required to stand; walk and sit.
- Employee will need to be able to lift objects weighing 25 pounds.

Email applications to Kylie Vonnahme at kvonnahme@vgagroup.com