



Job Description

CREATIVE SOLUTIONS MANAGER

Reports To: Adriane Hodder, Director of Creative Solutions

Positions Reporting to This Position: Las Vegas Creative Solutions Coordinator

Position Location: Las Vegas, NV

Position Purpose: Securing, maintaining and growing client accounts through event design, budgeting and proposing services while maintaining the appropriate profit margin.

JOB RESPONSIBILITIES

- Qualify leads that are given and react accordingly within due dates discussed with client
- Manage each client with integrity, timeliness and professionalism
- Must have strong follow up skills
- Conceptualize creative program ideas and proposals that are cost effective and promote client retention
- Responsible for overall program development according to specifications of client
- Creates, reviews and manages budgets for each proposal
- Fiscal management of your programs as it relates to the gross profit and overall revenue for the company
- Achieve and/or exceed your sales goal annually
- Develop and maintain supplier/partner relationships
- Review supplier agreements and negotiate as necessary prior to contract
- Generate client agreement with the responsibility of collecting payment and signature prior to operations turnover
- Keep Director of Creative Solutions promptly and fully informed of all opportunities and suggest alternative course of action when necessary
- Participate and perform site inspections and client meetings as requested
- Represent Imprint Group at community events and industry functions
- Stays up to date on current industry trends through research, industry trade magazines as well as attending Imprint events for continued knowledge of our own products and services
- May need to work weekends and weeknights as well as travel to destination events
- Ability to work with all personality types both in and out of the office
- Perform other duties and responsibilities as required or requested





IMPRINT
GROUP

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Profile/Skills

- Experience and/or understanding of producing events in relation to food and beverage/décor/transportation/entertainment and production management
- Self-motivated, assertive individual with a passion to learn
- Detail oriented and ability to multi-task
- Creative and observant of latest trends in the event industry
- Exemplary verbal and written communication
- Proficient in computer skills (word, excel, powerpoint & outlook), creative writing and research
- Flexible schedule allowing for attendance at programs which occur outside of standard working hours
- Destination knowledge

Experience

5+ years in the event production industry

Education

College Degree Required



Events with IDENTITY

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