



## Job Description

### Freelance Live Event Producer

**Reports To:** Director, Imprint Events Las Vegas

**Position location:** Las Vegas, NV

#### Freelance Live Event Producer:

Imprint Events Group is seeking a Freelance Live Event Producer to engage on multiple high-level projects throughout the year. Current opportunities would be contracted on a project basis with the opportunity to become a full-time salaried employee. Candidate will work directly with the Imprint Accounts team to coordinate and manage all event logistics from conception to completion. Candidate must have a proven track record of managing high-profile projects and events professionally and successfully. Must be an excellent multi-tasker, strong leader and have solid vendor relation and client service skills. Experience in sporting, festivals and concerts is a plus but not a must. This person must be organized, self-motivated, able to think creatively and quickly, and must be able to approach unique problems with a positive approach.

#### Essential Duties & Responsibilities:

- Will work in tandem with the Account Manager to ensure client priorities and objectives are met and maintained throughout the production/execution.
- Attend events, site visits, client meetings and major presentations as needed.
- Developing a detailed plan of action leading it through completion and ensuring that the project is running smoothly during all phases.
- Managing production and event staff, including assigning individual responsibilities and setting deadlines and deliverables.
- Translating creative ideas into project plans and deliverables
- Overseeing the creation and maintenance of critical project tracking and documentation.
- Developing and managing budgets, handling vendor contract and fee negotiations, ensuring billing and invoicing terms and processes are met.
- Managing onsite teams to ensure the seamless installation and execution.
- Managing client needs and expectations, while building and strengthening client relationships through superior execution.
- Ability to work independently and contribute to a team environment.
- Ability to travel as we produce projects and events across the country.
- Supervise onsite event staff, vendors, and event elements to ensure a successful event.
- Strong work ethic, positive attitude, and desire to succeed.
- Follows through on details of all projects in accordance with deadlines.





**IMPRINT**  
GROUP

4100 W. 38th Ave, Suite 201  
Denver CO 80212  
303.623.1492

**Education & Qualifications:**

- Bachelor's degree in related field or equivalent experience a plus but not required.
- Minimum 8+ years' experience as a lead Producer of experiential live events
- Skilled in diagraming.
- Proven track record developing and managing large, complex suppliers/projects/teams.
- Proficient using latest versions of Microsoft Word, Excel, PowerPoint, and mail merges.
- Experience with audio visual production and virtual events a plus but not a must
- Exceptional verbal and written communication skills.

How to Apply: Submit resume and portfolio of past projects via e-mail to: Adriane Hodder, VP of National Accounts, at [hireing@imprintgroup.com](mailto:hireing@imprintgroup.com)



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info@imprintgroup.com | www.imprintgroup.com