



Job Description

Operations Coordinator

Reports To: Director of Operations
Position location: Denver, CO

Operations Coordinator

Imprint Events Group is seeking an Operations Coordinator to assist the Operations department with the execution of on-site or virtual event production from pre-program planning to conclusion of event. The ideal candidate for this entry level opportunity 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:

- Provide coordination and project management support to the project's lead operations manager to ensure success of the program.
- Work on multiple projects and assignments with a variety of staff.
- Employ strong problem-solving skills and provide recommendations to assigned project deliverables.
- Research and gather information in planning the execution of events.
- Anticipate project needs to meet deadlines.
- Serve as liaison between vendors, staff, and clients regarding event details.
- Work onsite during production for events as needed.
- Provide status reports to Production Team, as necessary.
- Coordinate and attend site visits if need arises.
- Coordinate communication with speakers/talent for scheduling technical checks and/or pre-recorded content.
- Support the creation of both internal and client facing project decks, as required.
- Assist Managers in tracking invoices and check requests.
- Additional responsibilities as assigned.





Education & Qualifications:

- Bachelor's degree in related field or equivalent experience a plus but not required.
- 1-2 years in the field experience in live event industry.
- Experience/knowledge in backend management of various meeting platforms including but not limited to Zoom host, Google Hangouts, Teams, Webex, etc a plus.
- Experience in hybrid and virtual event production a plus.
- Knowledge of virtual event platforms a plus.
- Experience interfacing with clients and vendors on a professional level.
- Proficient using latest versions of Microsoft Word, Excel, PowerPoint, and mail merges.
- Exceptional verbal and written communication skills.
- Ability to work on multiple concurrent projects.
- Ability to work independently and contribute to a team environment.

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

