

Event Operations Manager (EOM) Job Description:

Job Description:

- Handle all event details once made definite by Event Designer
- Cultivate a creative and collaborative environment
- Partner with internal team members to ensure event success
- Ensure standards and ratios are sold and upheld
- Work with budgets of all levels
- Secure signed contracts, deposits and full event details
- Generate detailed event plans such as execution plans, timelines and diagrams
- Coordinate additional vendors such as rental providers, alcohol purveyors and entertainment
- Attend events (and assist as needed) to ensure success
- Lead and motivate on-site teams
- Handle post-event details such as follow-up calls/meetings and billing
- Perform additional duties and tasks as assigned

Benefits Package:

- Salary
- Commission allocation
- Driving Allowance: \$150/month
- Health Reimbursements: \$275/month
- PTO
- Daily Lunch (Mon-Fri)

Additional Benefits Package:

- Owners Discretionary Profitability Sharing Bonus (Pro-rated based on annual salary) The sharing bonus will be paid to current employees of the company
- 401K plan (Available to employees after one year of employment)

Office Hours:

Our main office is located at 11095 East 45th Avenue, Denver CO 80239 and your general hours are Monday through Friday between the hours of 9:00am and 5:00pm. Additional hours on the evening and/or weekends are required and should be expected.