



POSITION: Director of Events & Logistics

J Shea is an event strategy and production company based in the Washington, DC area. We conceptualize, strategize, style, plan and execute 50+ events annually around the United States. We're looking for a talented, experienced and reliable person to join the J Shea team. Someone who takes charge, is independent, and consistently professional. Someone who is highly organized and experienced in special event and conference planning. And most importantly- a good person, with a great attitude. This position offers tremendous opportunity for growth within the company.

As the Director of Events & Logistics you would:

Lead and assist with the logistics, coordination and execution of up to 50 meetings and events per year around the United States. Events can include galas, fundraisers, roadshows, client events, golf tournaments, meetings and tradeshow.

As the Director of Events & Logistics, you must:

Have outstanding customer service skills, thrive on excellence, and at least 5 years of experience in event planning.

Job Description Details

Event Planning:

- Conceptualize themes, activations and creative concepts for events.
- Manage multiple clients and events at one time.
- Conduct venue research, perform site visits around the U.S.
- Prepare budgets and provide periodic progress reports to staff and clients for each event project.
- Assist with negotiations for venue/hotel contracts.
- Logistical duties such as arrange food and beverage, order audiovisual equipment, make travel arrangements, order event signage, and order appropriate décor (florals, linens, rentals, etc.)
- Create room layouts for each event.
- Serve as liaison with vendors.
- Manage on-site production and break down for events. Ability to work alone onsite if necessary.
- Work very efficiently and organized.
- Prepare administrative items such as nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.
- Understand the sport of golf as some events are golf specific. (not required but ideal)

Marketing & Sales:

- Work with company's preferred registration platform, Aventri, to build registration websites, email blasts and manage reports.
- Write marketing plans, including email blast and social media platforms for both clients and J Shea.
- Excellent networking skills – attend up to 4 networking events in the DC area per month, helping to build business for J Shea.
- General understanding of Instagram and Facebook platforms.
- Familiarity with industry associations such as MPI, ISES, PCMA is preferred.
- Perform administrative duties as needed.

Qualifications:

- At least 5 years' experience in event management.
- Excellent communication skills.
- Ability to manage multiple projects and work assignments from a variety of clients.
- Ability to accomplish projects while working from home with little supervision.
- Fantastic customer service ethic and high expectations for excellence.
- Bachelor's degree in related field is ideal but not required.
- Experience traveling around the United States.
- Proficient in the latest versions of Google Docs, Dropbox, Microsoft Word, Outlook, Excel, PowerPoint and mail merges.
- Ability to work some nights and weekends and travel 20% of the year.
- Work well from home- this position requires the employee to work remotely 75% of the week.

If this position excites you, apply now to join our dynamic and growing team. Please note, we will only review resumes that clearly state applicable experience as stated above.

Benefits:

Benefits include generous PTO, potential for 401K and the ability to work from home.

Salary:

\$50-65k base salary with commission and growth opportunities.

Contact:

Please send a cover letter and resume demonstrating experience, salary requirements, interest and qualifications to:

info@jsheainc.com . If you have experience using Aventri (formerly etouches) our registration system, please mention this in your cover letter.