



POSITION: Event Planner
DEPARTMENT: Events
LOCATION: St. Louis, MO

SUMMARY

This position will be expected to fulfill all aspects of event planning while working as a direct liaison with the client and selected vendors. The position demands a high-energy, creative person that exercises both open and clear communication skills. Needed are exceptional organizational skills and the ability to work in a fast-paced, highly demanding environment.

RESPONSIBILITIES

- Efficient in all aspects of event planning, including but not limited to budget management, theme design, F&B selection, venue selection, venue contract/release procedures and vendor selection.
- Direct but open communication with clients to determine event needs throughout coordination process
- Handle all relative paperwork to event management, including but not limited to, venue contracts, vendor agreements and all deposits, invoicing and billing processes
- Responsible for writing of proposals and contracts
- Coordinates on-site management including but not limited to staffing and vendor deliveries and pick-ups
- Perform a variety of office and or administrative tasks as necessary
- Must have ability to communicate openly, clearly and efficiently to a wide range of demographics within staff
- Organized and detailed orientated person that can work in a fast-paced environment and fulfill client and vendor requests in a timely manner

QUALIFICATIONS

- Bachelors Degree from an accredited University
- 2-3 years of Event Planning experience
- Industry certifications preferred, but not required (CSEP)
- Ability to multi-task and work within high paced environment.
- High level of customer service and relationship building skills
- Efficient in Microsoft Office suite
- Outgoing and creative personality that is willing to work to fulfill all of the client's needs and requirements in an efficient and economical manner
- Ability to lift packages over 30 lbs
- Job may entail multiple hours standing and travel may be required
- Some longer hours and some weekend work may be required when producing an event