



## Job Description

**Position:** Account Services & Promotions Coordinator

**Status:** Full Time Position

**Job Summary:** Works with agency account team in organizing, coordinating, managing and executing the onsite fulfillment of rights and benefits as well as promotional activations for sponsors and media partners of CSG's property clients including the Cherry Creek Arts Festival, Levitt Pavilion Denver, 9NEWS Parade of Lights, Denver Auto Show and others. Coordinates and participates on event teams, brand ambassadors and promotional activations for CSG clients such as the Colorado Lottery, Kaiser Permanente and others.

### **General Responsibilities:**

#### **Account Fulfillment & Management**

- ▶ Work with Sales & Marketing departments on seamless transfer of sponsor relationships and benefits fulfillment responsibilities to Account Services
- ▶ Coordinate with event clients and sponsors, the planning, management and implementation of rights, benefits and promotional activations
- ▶ At client events, manage onsite production of a successful sponsor experience
- ▶ Collect, organize, write and assemble post event reports for presentation to sponsors by Sales Department

#### **Client & Sponsor Relations**

- ▶ Act as liaison with clients on all essential arrangements for producing effective sponsor experience
- ▶ Communicate with sponsors on all planning related to the successful fulfillment of all contracted rights and benefits to assure their marketing, communications and sales objectives are met

#### **Event Production & Management**

- ▶ Assist in the planning, tactical implementations, logistics and production of CSG-produced festivals and special events

#### **Agency Administrative Support**

- ▶ Prospect research for sales leads
- ▶ Assist with agency materials including creation and proofing of reports, proposals and PowerPoints

## Promotions & Event Teams

- ▶ Coordinates recruitment, selection and training of event teams, brand ambassadors and mascots
- ▶ Assists in the management of event team scheduling including budget estimates for clients
- ▶ Leads pre event communication with clients & event team members
- ▶ Coordinates preparation of events including loading of all event materials and supplies in vehicles
- ▶ Onsite event manager supervising event team and assuring successful activations on behalf of CSG promotional clients (*Note: Requires numerous weekends, evenings, holidays and in-state overnight travel throughout year*)
- ▶ Prepares post event recap and evaluation
- ▶ Ability to pass background check and have no prior driving violations that would prohibit driving client promotional vehicles

## Job Qualifications

- MUST be a detail oriented person
- Extensive organization skills
- Excellent communications and interpersonal skills
- Proficient writing and editing skills
- Strong work ethic and desire to make a positive impact
- Proactive and creative problem-solver
- Ability to remain flexible and positive even in stressful circumstances
- Able to work independently as well as within a team and meet assigned deadlines
- Ready, willing and able to work on various weekends, evenings, and holidays throughout year such as Memorial Day, Father's Day, Independence Day weekend, Labor Day and more when many events take place
- Able to travel to in-state events and stay overnight outside of the Denver Metro area
- Must be comfortable with physical demands often required of the job including long hours on feet, lifting, etc. in varied weather conditions
- Motivated to work cheerfully with a sense of humor in a fun-loving team environment
- Past event management experience a plus
- Proficient with Microsoft Office
- Experience with Adobe Illustrator a plus
- College degree or equivalent experience

**Compensation:** This is an entry level position; salary range of \$30,000-\$33,000 with an additional \$5,000-\$6,000 in hourly compensation for weekend and evening promotional work. Benefits include 50% of medical premium, two weeks paid vacation annually, Simple IRA with employer match up to 3% after first year of employment and opportunity to participate in payroll deduction life insurance.

**How to Apply:** Submit resume and cover letter in PDF document to [pworcester@csg-sponsorship.com](mailto:pworcester@csg-sponsorship.com). All applications must be submitted by May 25, 2018. For more information about Creative Strategies Group please visit [www.csg-sponsorship.com](http://www.csg-sponsorship.com)