

Senior Event Producer



About DPEM

DPEM is an experiential event agency offering strategy, creative concepting, and event management. We approach each project with curiosity and adventure, underpinned by a solid foundation of experience and intellectual rigor. Each one is a meaningful journey to reach audiences and build long-lasting connections through inspired live experiences. We work as an extension of our client's team; our focus is on partnerships, not transactions.

Senior Event Producer

The Senior Event Producer will work as a key member of the DPEM production department and report to the Head of Production. They are a solution expert, ensuring the smooth and profitable execution of any experience by managing all logistical, executional, technical, and operational requirements of a client program. As a Senior Event Producer, they are the backbone of the program, collaborating with Client Services and Creative to orchestrate all the moving parts and pieces that make an event truly come to life.

The Senior Event Producer will be expected to be self-directed and able to manage all production elements of programs and contractors independently. Your attention is focused on efficient and effective production, fulfilling the Client's goals and making sure DPEM is represented in a positive light at all times.

WHAT YOU CAN EXPECT IN YOUR DAY-TO-DAY PROGRAM/EVENT MANAGEMENT

- Act as primary client-facing Production team contact for approx. 1 event/month
- Create and manage event timelines and workback schedules
- Build, manage, and reconcile production budgets
- Create, design, and manage all event layouts and flow and/or supervise vendor CAD designers
- Solicit and approve vendor contracts and manage execution (including order changes and confirmations)
- Research and purchase all event décor and supplies
- Secure and manage pre-production team, including contractors, event staff, and volunteers
- Write and communicate Event Protocol/Programming (e.g., registration, entertainment, F&B, etc.)
- Implement best practices and efficiency programs
- Develop safety programs and secure applicable insurances, permits, etc. when needed
- Manage and lead all crew and staff on site, including managing and controlling all Install and Strike

SKILLS AND EXPERIENCE

- Bachelor's degree in Business, Marketing, or Communications preferred.
- 3-5+ years of experience aligned with expectations above in an agency, preferably with an event or experiential agency.
- Proven experience working as an Event Manager/Producer
- Past experience with large corporate events preferred
- Ability to be super-detail oriented and still keep sight of the "bigger picture" issues and the end goals of the event in mind at all times

- Must have managed budgets of +\$1M in the past. Solid understanding of marketing program accounting practices and budget management and reconciliation.
- Exceptional relationship builder with the ability to build trust and operate at a mature level with clients, vendors, staff, and team members; strong ability to negotiate and resolve issues smoothly and effectively.
- Clear communicator who gives strong and consistent guidance to a client and direction to a team.
- Commitment/deadline-driven and proven ability to manage multiple opportunities at a high level effectively.

QUALITIES FOR SUCCESS

- Naturally driven to be an inspirational and motivating team player.
- Strong cultural and client fit (thoughtful and detail-oriented, passionate about creating unique experiences, professional, positive, optimistic energy, curious, leader, shared values, strong work ethic, team mentality, collaborative).
- Embodies and reflects DPEM's performance-based culture and commits him/herself to the highest standards for all agency work.
- Flexible, adaptable, and unflappable, you take every new challenge in stride and with a smile
- Drive and initiative, you are always one step ahead of your clients and partners, anticipating things before they even think of them.
- Viewed as a solid and respected partner by current leadership, peers, clients, and direct reports.
- Business and emotional maturity, strong emotional intelligence.
- Clear leadership ability, you easily earn respect and influence people.
- Flexibility, stamina, relentless high energy, drive, and pro-activeness. Ability to get things done despite obstacles.
- Self-starter who is confident in their own abilities and decision-making.

Applications

Email cover letter and resume to: HR@dpem.com