



## Blue Flame Events, LLC

Blue Flame is a global brand activation and event production company with offices in Redwood City, CA and Atlanta, GA. We provide exceptional experiences to Fortune 500 brands by providing excellence in design, creativity, client service, strategy, consumer engagement, show services and onsite execution. We deliver programs that are on time, on budget and exceed client's goals and objectives.

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### Job Description - Event Producer / Client Service Manager

#### **PURPOSE/MISSION**

- Ensure executional excellence, deliver upon client objectives and drive the implementation of all brand engagement and event marketing programs.
- Lead clients through all stages of program development; ideation, design, budgeting, production, fabrication, and onsite event management.

#### **OVERVIEW**

- This position will be a key member of Blue Flame's Client Services Team and reports directly to the Director of Project Management.
- The ideal candidate is a self-starter with a strong, proven background in Event Management and Live Show Production for Fortune 500 companies. Strong communication skills; both written and oral are essential, along with the ability to excel in a high profile, fast-paced environment.
- This position requires the candidate to be extremely detail oriented and work well both independently and leading internal teams and outside vendors.

#### **RESPONSIBILITIES**

- Key point of contact with clients. Assist in maintaining and developing new client relationships.
- Manage large projects from various clients. Develop and implement strategic plans that deliver bottom line results.
- Oversee Project Coordinators, providing best practices and efficiency guidance on project status, budget and strategy development.
  - Provide feedback on communication, organization, time management, and management style.
  - Review client-facing documents including budgets, workback schedules, presentations and sensitive email communications
  - Conduct weekly check-ins and provide semi-annual reviews to define and achieve company and career goals.
- Work closely with Director of Project Management and others to assign new projects and identify areas in need of additional support.
- Develop efficient policies and procedures across all internal departments, creating templates for various internal and client-facing documents.
- Assisting with onboarding new members of the Project Management team
- Work closely with the new business team to identify areas of organic (current client) growth and assist in new client proposals. This includes but is not limited to:
  - Project ideation & strategy, Budget development.
  - RFP timeline creation and communication to keep all parties on track.
- Manage the day to day tasks of planning and coordinating all involved departments across multiple projects simultaneously; production, creative, finance, traffic, etc.
  - Identifying deliverables and create associated timelines to manage project scope and assigning tasks among internal team members.
  - Ensure resource availability and allocation.
  - Perform risk management to predict and minimize project risks.

#### **KNOWLEDGE AND SKILL REQUIREMENTS**

- 5+ years experience within event marketing (agency AND client side) with live show industry experience; B2B experience is a must.



- Has first-hand experience in budgeting, invoicing, fabrication processes, operations, staffing, training, logistics, and communication.
- Understands prioritization to help the team work smarter not harder and the importance of integrating technology into all areas of their programs.
- Has excellent organization and communication skills and is able to work under pressure in a fast-paced environment.
- Detail oriented, high energy, creative, disciplined, confident, ability and desire for professional growth.
- Enjoys a hands-on approach to project execution and is willing to step in and roll up their sleeves to insure a successful project.
- Exceptionally proficient in email, and document creation with the suite of MS Office products or the like. Previous working knowledge of Google Docs and Google Drive a plus.
- Candidate should have a working knowledge of live event production.

#### **APPLICATION REQUIREMENTS**

- Cover letter describing specific hands-on project management and account service experience.
- Samples of written communication and presentations must be provided.

#### **REPORTING STRUCTURE**

- REPORTS TO: Director of Project Management
- OFFICE: TBD
- Project Managers will have Project Coordinators who report up to them.

#### **CONTACT:**

Liam Fracht-Monroe lmonroe@blueflame.events

#### **BENEFITS:**

Health coverage for full time employees.

401K elective deferral option.

*Pay is commensurate with industry experience*

**TRAVEL: 35%+**