



Title: Events Coordinator

Department: Strategic Marketing and Communications

Reports to: VP, Events

Status: Full-Time, Non-exempt

Location: Onsite – Overland Park, KS

Elevate Your Career at CreativeOne!

Looking for a dynamic and rewarding career in financial services? Join us at CreativeOne, where we blend collaboration, innovation, and excellence to forge a path in the financial services industry. We pride ourselves on being a nationally recognized leader, devoted to empowering independent financial advisors with superior services.

We're Building a Better Financial Future, Together

We take immense pride in our work and are in search of like-minded individuals who are eager to make a significant impact. If you are ready to be a part of a team that's shaping the future of financial services, we would love to hear from you.

Overview:

As an Events Coordinator at CreativeOne, you will be tasked with creating and coordinating best-in-class events for CreativeOne and our clients. Our ideal candidate will have experience with marketing event planning and will have a high degree of focus on ensuring excellent experiences in every event we plan.

Duties and Responsibilities:

- Conducts short- and long-term coordination for events. Serves as a company ambassador for onsite and offsite events.
- Coordinates budgets, marketing and merchandising plans, audio-video components, speaker and guest logistics, safety and security, participant services, and other aspects of events.
- Builds relationships with vendors and other business partners by researching and contracting with qualified, high-value service providers and nurturing partnerships with other organizations and businesses.
- Contributes to the conception of creative and innovative event themes and attractions to enhance event experiences and goals.
- Assists with booking and inspecting banquet and catering functions, hotel accommodations, meeting facilities, and other spaces necessary for events.
- Serves as a critical events team member to achieve organizational goals by working seamlessly with other departments and outsourced service providers to host effective and inspiring events both onsite and at venues.
- Administers other department and company functions, such as budgeting, planning, purchasing, sales, marketing, scheduling, inventory, procurement, and overseeing vendor payments.
- Some travel, on an as-needed basis, will be required.

Our Core Values

- *Provide Unreasonably Excellent Service*
- *Love What We Do*
- *Act with Integrity*
- *Collaborate Courageously*
- *Evolve with Purpose*

Preferred Qualifications:

- Communicates complex and routine operational details clearly
- Works effectively on multiple simultaneous projects with competing deadlines
- Demonstrates excellent interpersonal skills, including relationship building and leadership skills

- Shows strong organization and project management skills with a keen attention for detail

Preferred Education/Experience

- Bachelor's degree or equivalent experience
- 1-2 years' experience in an event coordinator role or equivalent experience

This description covers the major purpose and major functions of the job. It is not intended to give all details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities. CreativeOne provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

No unsolicited agency or recruiter inquiries, please.