

JOB DESCRIPTION PROGRAM COORDINATOR

Contact: Careers@BespokeConnects.com

Location: Denver, Colorado

Compensation Range: \$23 - \$27 per hour

Classification: Non-exempt; Full time

Objectives:

- Provide and grow Bespoke Event Group's (Bespoke) best-in-class communications, meeting, and event planning services
- Represent Bespoke's values to our clients and the industry

Professional Qualifications:

- Two+ years in a professional office environment, hospitality industry, agency, or event planning experience
- Experience supporting the planning of overlapping programs of 200+ attendees preferred
- Virtual and Hybrid event experience is a plus
- College degree in business, marketing, hospitality, communications similar field and/or equivalent experience required
- Proficiency with registration software such as Cvent, Eventbrite etc. preferred but not required
- Savvy use of mobile devices and mobile applications
- Excellent computer skills - Microsoft Office, Excel, Word, Outlook, Team MacOS
- Knowledge of Adobe Creative Suite and Asana project management systems are a plus but not required
- One of us is constantly screwing up the printer, if you can fix it... #winning
- Effective, business professional communication skills - written and presentation skills
- Ability to travel on-site and confidently represent Bespoke and clients approximately 10% - 20% of the time (actual time based upon client needs)
- Industry affiliations is a plus

Job Responsibilities:

- Full-service meeting and event planning support to include:
 - Hotel / venue contract sourcing and management
 - Vendor sourcing and contract negotiation
 - Full service pre-event planning:

- Calendar and task planning
 - Menu and décor planning
 - Liaison to multiple vendors
 - AV/production liaison
 - Attendee registration
 - Rooming list management
 - Transportation/manifest management
 - Amenities and gifting
- Financial accountability, including budget management and reconciliation
 - Build program production guide within Bespoke's detailed format
 - Update progress as required within Bespoke's online project management tool
 - Support program teams including employees and contractors
 - Program registration support including:
 - Assist in the set up and release of program websites in registration software
 - Create and provide attendee reports
 - Crosscheck and quality control of rooming lists, manifests, etc.
 - High level attendee communication (email, phone, in person)
 - Familiarity with mail merges and mobile apps
 - Travel up to 20% of scheduled time
 - Grow Bespoke's business in targeted verticals and across event and meeting platforms

Office Environment:

- Casual and fun work environment
- Really good office coffee and espresso
- Flexible work program that allows you to work remotely on Fridays
- Meditation space
- Windows! You won't be lost in a cube-farm here
- Impromptu office dance parties
- Company-wide volunteer programs
- And yes, there are snacks... so many snacks- we are in hospitality!

Access to Bespoke's Benefits Package:

- Health Care Reimbursement
- Life Insurance
- AD&D Insurance
- Cell Phone Allowance
- Parking Allowance
- Generous PTO allowance with "Trusted Time Off" unlimited time off plan after one year
- 401(k) with guaranteed 4% Bespoke matching plan
- ABCD - you and your significant other may join us on our Annual Bespoke Company-wide Destination incentive trip