



EVENTS MANAGER

Format: Independent Contractor, Full-Time

Based: Remote

Time zones preferred: between GMT-6 and GMT+2

Start date: ASAP

JOB SUMMARY

The Events Manager will lean on vast professional experience in travel planning and event production to design, plan, budget, and execute company offsites, branded events, conferences, incentives, and prizes & promotional experiences worldwide.

The Events Manager will provide exceptional service to our clients by expertly guiding the event planning phases from design to delivery ensuring the development of world-class events that exceed client expectations.

This role would be an excellent fit for a professional with experience in group trips and destination event production / MICE who is excited to work in a dynamic environment and collaborate on brand, corporate, and private client projects across varied geography and lifestyle categories. The successful candidate will be process-driven, highly numerate with strong budget building and financial risk management expertise, and a brilliant communicator with polished writing and presentation skills including to executives and C-suites. Fluent professional-level English, both written and spoken, is required for this role. The suitable candidate must have an ingrained interest in modern culture and the current zeitgeist to ensure the events we are creating are bold and ahead of trend. Experience with Monday.com, Google Drive, and Slack preferred.

RESPONSIBILITIES

- Meet with client prospects and develop quality pitch presentations that convert
- Manage multiple simultaneous events, holding primary responsibility for client management and the planning, budgeting, design, supplier negotiation, production, on-site delivery, and reconciliation of events worldwide. Projects may include rooming list management, registration, guest travel, site selection, working with the creative team on branding and graphic design, run of show, scenic/set design, décor design, staffing, etc.
- Evaluate terms and pricing received from suppliers to ensure quality and value
- Ensure efficiency goals and turnaround times are met or exceeded
- Be responsible for accurate and timely budgeting and reconciliation of events
- Utilize a sharp eye for detail to quality control event itineraries to ensure operational ease and profitability



- Conduct research and develop travel-centric deliverables from branded packing lists, to destination guides and more
- Identify new areas of opportunity for revenue growth
- Meet or exceed established DHARMA service standards and embrace company values of passion, ownership, and above & beyond.

SKILLS

- 4+ years of experience in a high-volume event planning and production role for events and/or festivals, offsites, incentives, etc.
- Advanced event management skills in coordination and production including event pitching, client management, budgeting, planning, venue selection, event design, budgeting, ticketing, floor plans, run-of-show, signage, staffing, design, décor, A/V, reconciliation, and more
- Exceptional client management skills and ability to establish relationships and create positive rapport with clients, vendors, and suppliers
- Strong financial management skills and experience managing complex international event budgets
- Advanced negotiation, risk management, and contracting skills
- Strong creative sensibility and the ability to project manage and quality control the development of visual assets, ensuring brand standards are met at the highest level
- Fluent professional English, both written and spoken, and excellent editing and proofreading skills with a diligent eye for detail, language, flow, and grammar
- Polished writer with experience growing value and engagement through quality brand storytelling
- Strong interpersonal skills, experience managing cross-cultural and geographically dispersed teams, and possessing a strong ability to motivate others
- Proactive, self-motivated, efficient, and tenacious, possessing of an entrepreneurial spirit, ability to take bold initiative, and desire to exceed expectations
- Sophisticated world traveler with an extensive knowledge of regions and countries worldwide
- A passion for delivering next level guest travel experiences
- Experience in a remote, fast-paced, dynamic start-up environment preferred
- Experience with HubSpot, Monday.com, Google Drive, floor plan design software, and Slack preferred
- Sales experience preferred
- Experience managing trips on the ground as a guide/tour leader/trip leader preferred



HOW TO LEARN MORE

Thank you for your interest in DHARMA. We appreciate your enthusiasm.

To apply for this position, please send us your CV and cover letter. To do this you can submit the job application form linked [here](#) and on our Careers page at seekdharma.com.

ABOUT DHARMA

Our mission is to bring the world together through the power of shared experience.

DHARMA is a fast-growing, travel-tech startup who's innovative B2B2C business model creates, builds, launches, and operates trips for influential people and brands created around passion points - from fashion to wellness to food and wine. Our dynamic, enthusiastic team has a positive impact on the world and does exceptional work. Together, we are revolutionizing the way travel experiences are built, promoted, and delivered.