



Event Specialist Open Position

O'Design Productions & Consulting

O'Design Productions & Consulting (O'Design) is seeking an Event Specialist to join our Event Team who will manage Audio Visual (AV) events. The successful candidate will play a critical and strategic role in O'Design's success. S/he has the people and detail skills to act as a representative for O'Design in interacting with key industry and business leaders, vendors, venues and other organizations which we plan and participate with. S/he can multi-task and manage many events throughout the year, and be extremely detailed oriented and self-motivated to meet position goals and deadlines while surpassing client expectations and working effectively and aggressively with team and company colleagues. This is a work-from-home position.

Key areas of responsibilities include:

- Manage a full spectrum of AV event logistics from conception to event for small and major conferences and events.
- Play a critical role in the overall success of the Events Team.
- Acting as the primary point of contact for all levels of the AV process including pre-event, event and after-event activities and demands.
- Report to and provide support for our Director of Events.
- Maintain effective documentation and communication of cross-departmental activities and processes.
- Identify opportunities and make recommendations to increase company efficiencies in processes and operations, company presence, and brand awareness.
- Frequent support of Sales and Marketing team.
- Supervise hired event contractors and vendors.

Who You Are:

You are excited to make a big impact at O'Design in an important role. Your experience includes solid and proven work ethics. One to two years of event/conference/tradeshaw planning in a corporate setting is a plus. You pride yourself on being an ambassador of your company and enjoy building strong and trusting professional relationships with clients and vendors. You're an amazing multi-tasker who loves staying organized and has a strong track record of meeting and exceeding



deadlines. You have experience leveraging internal management and organization software platforms, and are a self-motivator that does not require constant management oversight while thriving in a work-from-home environment. You will need to be experienced in Word, Excel, Outlook, and web platforms. The ability to travel may be required (10-20%).

What We Can Offer You:

O'Design is a growing company that offers significant career opportunities if you are curious, driven, patient-oriented and aspire to help us build an amazing company. We work collaboratively, offering you the opportunity to constantly learn from your colleagues – even those outside of your area of expertise. Here at O'Design, we are always finding fun ways to make it a great place to work while enjoying and working towards the great possibilities of the future. We are a company with a heart and believe in positively impacting our clients and industry. O'Design seeks the best employees and works to create an environment where they can thrive, expand their knowledge and contribute at the highest level.

About O'Design

Founded by Stephen O'Connor, O'Design Productions and Consulting is the leader in AV management and consulting where daily we are *Providing Experience Excellence* in everything we do. Our team embraces challenges - the more complex, the better. We are laser-focused and know how to prioritize. We act with a sense of urgency, and work together to exceed expectations while striving for higher value at every turn. We take ownership of our work and are deeply committed to the success of our team and our clients. And, above all, we value integrity, passion, drive and each other.

O'Design affords equal employment opportunities to all qualified persons, regardless of race, color, religion, national origin, age, sex, disability, sexual orientation, gender expression, veteran or marital status.

Contact

Qualified candidates can send their resume to Stephen O'Connor at soconnor@odesignpc.com

No phone calls permitted