

Position Summary

Stratus Firm is seeking a Project Administrative Support team member to join its growing, fast paced team. Reporting to the Stratus Project Lead, the ideal candidate should be excited about representing the Stratus brand, but also excited to make their mark in the events industry. This position is directly supporting the project and scope of work for a specific Stratus client. While the position will be a part of the larger production team, this person will only be focused on one large conference and surrounding special events that will take place in Washington, DC on September 11 - 15, 2024.

Company Overview

At Stratus, we go beyond traditional event planning, crafting extraordinary experiences with over a decade of expertise. We are a versatile team of event planners, producers, designers, project managers, videographers, and more. From multi-day summits and conferences to galas and live broadcasts, we take the lead in delivering reliable, high-quality experiences. We take care of every detail to give our clients and their guests a flawless experience, every time.

Responsibilities include:

- Support planning and production for events managed by other team members
- Maintain positive relationships and liaise with event vendors including caterers, venues, photographers, entertainment, etc.
- Work with client on event concepting and messaging
- Create floor plans, timelines, budgets, and other event documents for the successful execution of events
- Track budget and event expenses
- Support the team to strategize with clients and team members on all aspects of events including programming and overall event flow
- Other event support and project management as needed
- Manage a client-facing email inbox, respond to customer inquiries, pass along important information to appropriate team members, and update backend data with new information

Qualifications

- Interest in the logistics and details of event planning
- Proven success managing competing priorities
- Basic knowledge of event landscape (vendors, venues, trends, technology, etc.) or a hunger to learn
- Excellent verbal and written communications skills. Must be able to communicate across all groups in the company and clients.
- Ability to problem solve and think “on the fly” and get hands dirty if need be

- Willing and able to work long, non-standard work hours the week of September 7, 2024 and a comfort with being on site for the conference, standing for long periods of time, and being a part of the “behind-the-scenes”
- Lives in, or is willing to relocate to, the Washington, DC area
- Proof of COVID-19 Vaccination required for employment

Desired Skills

- Proficient in Apple hardware, Slack, G Suite and Microsoft Suite products
- Proficiency in learning new software and web-based platforms
- Experience managing budgets both large and small

Ideal Candidates

- Have a “solutions first” approach to client interactions and problem solving
- Must be extremely organized and have prior experience with managing their own schedules, setting and meeting deadlines and project managing
- Have a sharp eye for detail and won’t rest until everything is as close as possible to perfect, including tracking and sticking to a budget
- Be a meticulous multi-tasker with strong communication skills & leadership qualities
- Is a team player- you work hard and you can play hard. You enjoy being around your colleagues and are willing to put in time to make sure everyone comes out on top.
- Comfortable communicating clearly and effectively with clients, vendors, and teammates. You know how to adapt your communication style to instill confidence.
- Comfortable owning their roles and responsibilities while being decisive in their decisions and working collaboratively with the team.

Compensation, Hours, and Benefits

- Compensation is \$25/hour with a targeted schedule as follows:
 - May - 104 hours
 - June - 136 hours
 - July - 168 hours
 - August - 184 hours
 - September - 200 hours
- Some in-person meetings will be held at Stratus Office in Dupont Circle, Client Office, and venue. Otherwise, this position offers the flexibility for remote work during contract term.
- Required to be onsite from Saturday, September 7th – Sunday, September 15th
- Project concludes on Friday, September 27, 2024



To apply, please email resume and cover letter to careers@stratusfirm.com with Project Administrative Support as the email subject line.

Stratus is an equal employment opportunity employer for all applicants and employees. Stratus Firm does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, genetic information, or any other protected characterization. Stratus Firm also practices a blind recruitment process.