



Stratus Firm is seeking a full-time **Event Producer** to join its growing, fast paced team. Reporting to the Vice President of Production, the ideal candidate must be excited about representing the Stratus brand, but also excited to make their mark in the events industry.

Company Overview

Stratus Firm is a strategic event production partner for organizations operating at the highest levels. We design and deliver complex, high-visibility events where creative vision and operational precision move as one, resulting in experiences that are seamless, intentional, and built to resonate.

We bring clarity to complexity, designing and delivering productions that feel seamless, even when the work behind them is anything but. Calm under pressure and exacting in the details, our team leads every engagement with focus, composure, and intent.

Our services include but are not limited to:

- Corporate Galas
- Political and Government Events
- Multi-Day Summits and Conferences
- Broadcast Productions
- Non-Profit Galas
- Large Scale Social Celebrations
- High-level Business Meetings
- Destination Event Services (Domestic and International)
- Brand Activations/Experiential Marketing

Responsibilities include::

- Lead planning and production for events for a portfolio of clients
- Procure and supervise vendors through pre-production, production and post-production; all while maintaining a positive relationship with them

- Including: Venues, Caterers, Audio/Visual, Lighting, Decor & Creative Partners, Videographers, Entertainment, Scriptwriters, Tenting and more
- Clearly communicate event project scope, schedules, deliverable dates, project status/action items and any other relevant information both to the client as well as the internal Stratus event team
- Work alongside clients to develop event concepts and goals
- Delegate to and oversee the work of junior team members while fostering their professional development
- Create and maintain floor plans, production schedules, budgets, and other event specific documents for the successful execution of events
- Manage budgets accurately and efficiently; work closely with the Director of Finance to maintain vendor and client contract specifications
- Strategize and collaborate with clients and team members on all aspects of events, including programming, fundraising, and overall event flow
- Assist with the management of production associate team members, interns and on-site event teams
 - Develop detailed event staffing plans and roles
 - Organize and manage contractor roles as needed
- Build and maintain effective client relationships, ensuring that all clients' needs are heard, understood and addressed in a timely manner
- Position yourself as a leader within the team and company to help lead growth and development of organization
 - Mentor and help develop Production Associates, Production Assistants and Interns
- Foster an environment of mutual respect and partnership, strategic thinking, appropriate risk-taking, open lines of communication, ongoing performance feedback, professional development and adherence to Stratus company policies
- Apply best practices and learnings from previous projects to elevate performance level
- Attend networking and client development events as appropriate
- Other event support and project management as needed

Qualifications:

- 2.5+ years in events/hospitality
- Proven success managing competing priorities
- Knowledge of event landscape (vendors, venues, trends, technology, etc.)
- Excellent verbal and written communication skills. Must be able to communicate across all groups in the company and with clients.

- Ability to problem solve and think “on the fly”
- Experience managing budgets both large and small
- Willing and able to work nonstandard work hours, weekends and travel as required
- Lives in, or is willing to relocate to, the Washington, DC area.

Desired Skills:

- Proficient in Microsoft Suite and G Suite products
- Knowledge of event software like SocialTables and Cvent
- Proficiency in learning new software and web-based platforms
- Deep awareness of event industry activity and willingness to bring new trends and ideas to the team

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 multitasker with strong communication skills and 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.
- Interested in growing within the company by managing larger-scale and larger difficulty projects.
- Comfortable owning their roles and responsibilities while being decisive in their decisions and working collaboratively with the team.

Benefits:

- Competitive base salary of \$68,000 - \$75,000 with potential for bonuses
- 3 weeks vacation (base rate) and 2 weeks accrued sick leave per year
- 75% coverage of health, dental, and vision insurance for all employees
- Generous parental leave policy

- Full life and disability insurance coverage for all employees
- 401k match 100% of employee contribution up to the first 5% of pay
- 50% Charity matching up to \$1000 a year
- Generous compensatory time benefit
- Collaborative and creative work environment
- Well-appointed and comfortable office space with complimentary snacks and beverages

To apply, please email a resume to careers@stratusfirm.com with "Producer" in the 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 classification.