



Stratus Firm is seeking a full-time **Event Production Associate** 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

- Support planning and production for events managed by Stratus team members, with clerical tasks and other duties as assigned
- Build positive relationships and liaise with event vendors including caterers, venues, photographers, entertainment, etc.
- Work alongside clients to develop event concepts and goals
- Create and maintain floor plans, production schedules, budgets, and other event specific documents for the successful execution of events
- Organize and manage agendas and notes for client calls

- Manage client communications, as directed by supervisor
- Support the team to strategize with clients and team members on all aspects of events including programming, fundraising, and overall event flow
- Mentor and work alongside the production assistants and production intern(s) throughout the year
- Attending networking and client development events as appropriate
- Other event support and project management as needed

Qualifications

- 1 – 2 years of experience in the events/hospitality industry, including internship placements.
- Proven success managing competing priorities
- Excellent attention to detail, and incredible organization skills
- Knowledge of event landscape (vendors, venues, trends, technology, etc.)
- 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
- 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
- Proficiency in learning new software and web based platforms

Ideal Candidates

- Must be able to learn from others
- 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 management
- 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 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 in their role and growing a portfolio of clients and events while building experience.

- Comfortable owning their roles and responsibilities while being decisive in their decisions and working collaboratively with the team.

Benefits

- Competitive base salary of \$58,000 - \$63,000 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 "Production Associate" 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 characterization.