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***JOB POSTING***  
September 2018

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Are you looking for a fast-paced, exciting environment where you can make an impact? Then look no further. Patrick Henry Creative Promotions, Inc. (PHCP) is expanding and we are looking for a candidate that thrives in an action-oriented, hands-on business environment to join our team.

**JOB TITLE**

Meeting and Event Planner

**JOB SUMMARY**

We are looking for a Meeting and Event Planner to organize events and conferences that will make an impact to our target audience and PHCP clients. This role is responsible for, but not limited to, assisting in the day-to-day planning and project management of Special Events, and interfacing with PHCP account service team members in a very fast-paced environment. You will ensure events are successful and cost-effective, paying attention to details and budgets.

**REPORTS TO**

Assistant Director – Special Events

**LOCATION**

Houston, Texas (Galleria Area)

**FLSA STATUS**

Exempt

**ESSENTIAL JOB FUNCTIONS**

- Planning events from start to finish according to requirements, target audience, and objectives.
- Able to assist with any level of event including those of complex nature, large volume, creative and unique experiences, high level of confidentiality, incentive travel, some international scope, etc.
- Participate in promotional and new event ideation, generate creative briefs and develop client proposals and presentations

- Create relevant sponsorship packages for various events and contact supplier partners to negotiate event sponsorships and participation
- Establish event critical path timelines and ensure client, suppliers and account team members are aware of and are working within these timelines, and are meeting established deadlines
- Budget creation and ensuring adherence, tracking and reconciliation for assigned event projects
- Assist with contract negotiations and booking venues and vendors
- Organizing facilities and details such as decor, catering, entertainment, transportation, location, RSVP and invitee lists, equipment, promotional material and pricing, etc.
- Coordinate event logistics, including presentation and materials support and pre- and post-event evaluations
- Proactively handle any arising issues and troubleshoot any emerging problems on the event day
- Utilize Cvent software to create webpages to manage registration, tracking, and reporting
- Arrange and manage attendee flights, ground transportation, and itineraries
- Maintain proactive, positive, open line communication with sponsors and clients to ensure understanding of expectations and satisfaction
- Work with the client on content creation, collateral and swag creation
- On-site duties include ensuring proper set-up and signage, registration coordination, AV testing, client management, time management, and supplier products
- Day-to-day interface with clients, suppliers and brand marketing account team members as needed
- Assist Assistant Director of Special Events to streamline tasks and processes as it relates to meetings and events.

## **MINIMUM REQUIREMENTS / ESSENTIAL ABILITIES**

- Bachelor's degree in Marketing, Communications or Hospitality preferred
- Five years of related hospitality management, marketing/advertising, agency or event/project management experience
- Proven experience as an event coordinator or planner, experience in special event and large conference planning
- Excellent time management and communication skills, and ability to handle multiple tasks and projects simultaneously
- Very detail oriented and deeply organized
- Ability to manage projects with little supervision
- Innovative, bring new creative ideas and provide fresh perspective to event designs
- Ability to build and maintain strong relationships

- Extremely proficient in Microsoft Office (PowerPoint, Excel, Word, Outlook), user experience with Cvent, Adobe, Function Point an asset
- CMP (Certified Meeting Planner) preferred
- Ability to travel 10%-20%
- Ability to lift boxes

## **DISCLAIMER**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Submit resumes to: Yvonne Veliz, Director, Human Resources,  
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yvonne@phcp.com

Patrick Henry Creative Promotions is an equal opportunity employer.  
[www.phcp.com](http://www.phcp.com)