

# ***CREATIVE MANAGER / EVENT PRODUCER***



## ***JOB OVERVIEW:***

AREA15 is seeking an innovative Creative Manager / Producer to oversee and lead the creative planning and execution of a variety of events to take place at multiple venues throughout AREA15 and as needed at venues other than AREA15.

## ***RESPONSIBILITIES AND DUTIES:***

- Be the creative lead in developing the most transformative and unique events that are totally on-brand for AREA15, that will be both internally produced or produced on behalf of partners and clients.
- Leverage AREA15's existing theming, technology, partners and relationships to package cohesive and on-brand experiences for guests.
- Work with AREA15's various departments to ensure events are both fantastic, innovative and profitable.
- Develop cost-effective relationships with third-party providers of entertainment and content.
- Find opportunities to generate revenue by offering AREA15's unique approach to events for corporate clients.
- Produce promotional materials by developing basic presentation approaches and directing layout, design, and copy writing.
- Determine production requirements by reviewing client requirements and considering internal scheduling factors.
- Create production schedule by conferring with AREA15's various departments, and other key executives
- Determine events-related content, review and approve art and copy materials developed by staff and/or third parties.
- Improve quality results by studying, evaluating, and re-designing processes and recommending changes to content/art, theming, and entertainment.
- Improve job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.

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## ***RESPONSIBILITIES AND DUTIES:***

- Completes event wrap-up reports when acting as MOD.
- Coordinates equipment purchases and rentals as needed.
- Maintains records on event activities and status, including but not limited to wrap reports, incident reports, etc.
- Maintains event and venue operating policies and procedure manuals and training.

## ***QUALIFICATIONS & SKILLS***

- Bachelor's degree from an accredited college or university, preferably in Hotel Management, Marketing or Business Administration or equivalent combination of education, training and experience will be considered.
- 5+ years of direct experience in events with a strong emphasis in creative planning and execution.
- Festival & event production preferred.
- Experience with Tripleseat, Hubspot, Social tables or any Sales & Catering Systems / Reporting programs a plus.
- Project Management
- Coaching and ability to foster teamwork
- A high level of organization
- Promoting process improvement
- Conducting marketing research
- Creating and fostering client relationships
- Developing creative standards
- Working knowledge of Microsoft Office suite (Particularly Excel)
- Excellent customer service skills.
- Have interpersonal skills to deal effectively with all business contacts.
- Professional appearance and demeanor.
- Ability to work varied shifts, including weekends and holidays.
- Advanced written and verbal communication skills (bi- or multi-lingual a plus)
- Must be able to lift 75lbs
- Work in an environment that is subject to varying levels of noise, crowds, flashing lights and smoke.
- Must be able to stand, walk, bend and lift for extended periods of time
- Must have the ability to withstand high temperatures, heat, and sun exposure.
- Must be proficient in the English language; additional language skills preferred
- Must be authorized to work in the U.S.

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## ***ABOUT AREA15***

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium](#), [Lost Spirits Distillery](#), Oddwood Bar, Wink World, The Beast, a culinary experience by Todd English, and anchor experience, Meow Wolf's Omega Mart, AREA15's is an ever-changing art, retail and entertainment destination attracting locals and tourists of all ages.

For more information visit [www.AREA15.com](http://www.AREA15.com) and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

**TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "CREATIVE MANAGER / EVENT PRODUCER" AS THE POSITION YOU ARE APPLYING FOR.**

