



## Creative Coordinator

---

**Department:** Sales

**FLSA Status:** Exempt

**Work Schedule:** Monday to Friday, 9:00 am to 5:00 pm;

**Effective Date:** Immediately

**Job Status:** Full-Time

**Reports To:** DOS

**Positions Managed:** N/A

**Last Revision Date:** April 12, 2023

### POSITION SUMMARY:

As a Creative Coordinator you need to be highly motivated and detail oriented. You will be responsible for coordinating the development of proposals for clients. This includes managing the proposal process from beginning to end, as well working closely with the sales team to ensure high quality proposals are delivered on time.

### ROLES AND RESPONSIBILITIES:

- In charge of sourcing vendors as well as working with vendors to capture the most current pricing they offer
- Designing and building inspiration decks
- Developing and building out the entire proposal in Viper
- Manage proposal revisions from client and sales team

### REQUIREMENTS:

- Must have basic understanding of event planning and the logistics surrounding it
- Detail oriented with a focus on creativity and creative writing
- Must have an eye for design
- Ability to work independently and as part of a team
- Strong communication skills, both written and verbal, with the ability to effectively communicate with C-suite level contacts
- Excellent project management skills, with the ability to manage multiple proposals simultaneously and tight deadlines
- Ability to excel in a fast paced / changing environment
- Strong computer skills with hands on knowledge of Google Drive (Sheets, Docs, Slides, etc.), Viper, Canva, Microsoft PPT, Word and Excel
- Must be people oriented and professional as you will be dealing with clients and occasionally helping with site visits
- Must reside in Nashville, TN



THE GLOBAL EVENT AGENCY

**PHYSICAL DEMANDS / WORK ENVIRONMENT:**

- Must be able to sit / stand for 8 hours
- Walking, bending, light lifting up to 25 lbs
- Ability to work onsite, as needed
- Ability to work from both home and an office

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_