

Senior Global Event Producer

Remote, United States (east coast preferred). Heavy Travel.

About Tied Together Marketing (TTM)

TTM produces events that rock worlds, shift perspectives, and sear brands into unforgettable moments. We design bespoke experiences from the ground up, ensuring no two events are ever alike. Woman-owned since 2000, we work on the domestic and international stage with cultural fluency and an instinct for what's next. Our team pairs creativity with an obsession for detail, so every event runs smoothly and reflects our client organization's own voice, position, and personality.

Are you the person who sets the vision for an experience and then leads the room that brings it to life? Do you thrive on the energy of bringing people together and creating seamless events that exceed expectations? The Tied Together Marketing team is seeking an experienced **Senior Global Event Producer** ready to own complex event programs, lead the teams behind them, and drive results for our clients. This is a fully remote (with travel!) opportunity.

Responsibilities:

- Onboard new clients and events to the portfolio, presenting concepts, budgets, and recommendations that win the room and set up the next standing ovation
- Partner with client's creative, digital, content, and account teams to maintain the brand story and a cohesive and bespoke client experience across every touchpoint
- Work with founder to resource plan and structure the project teams, build the master project plan, and run the post-event analysis and reporting
- Build and own the budget, forecast the spend, track cost centers, approve vendor payments, and produce the financial reporting and ROI analysis that shapes the next program
- Plan and lead the full team (internal, partners and Clients) through program across all functions, including: budget, RFP, venue management, AV, transportation, F&B, promotional product sourcing, housing blocks, speaker management, specialty vendors, VIP communications, attendee experiences, networking receptions, breakouts, mainstage, logistics, and multi-channel event communications
- Manage RFP process, gather requirements, spec out the details, run the bid process, sit in the vendor presentations, and hand over recommendations backed by cost-benefit analysis setting up for the next event

- Partner with founder to negotiate every contract, holding each vendor to its service level agreement
- Brief the event graphics, ride the design through print, digital, and environmental applications, and proof every event material against brand standards
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- Run the show onsite as the decision maker and primary vendor point of contact, keeping coordination tight, solving challenges in real time, and delivering flawless execution
- Stage manage rehearsals and live sessions, call the show at mainstage, cueing talent, AV, and crew, running speaker check-ins and cue-to-cues, and keeping backstage flow tight with a sense of confidence and fun.
- Coach junior team members, staff and direct event support crews, and review deliverables so quality and deadlines both land on time and on budget.

About You

- 10+ years experience leading event programs with a track record of owning corporate events, conferences, trade shows, and hospitality programs from concept through results
- You live and breathe concierge-level service. Anticipating needs before they surface defines your approach. You drive flawless execution, solve problems before they disrupt, and maintain a sharp, solutions-first mindset for every single request.
- Exceptional organizational and project management skills with the ability to anticipate needs, identify risks, and put proactive solutions in motion across multiple complex projects at once
- Decisive leadership paired with strong collaborative instincts that bring cross-functional teams, clients, and external partners into alignment
- Commitment to operational excellence with meticulous attention to detail and dedication to exceeding client and attendee expectations
- Deep understanding of a small boutique firm in growth mode within a fast paced ever changing event environment.
- Outstanding communication and presentation skills with command of the room, the ability to translate complex concepts for diverse audiences, and a talent for steering meetings and negotiations to a decision
- Advanced multitasking abilities leading 5-8 concurrent events and projects across different phases of development and execution
- Adaptability and resilience that set the tone for the team in fast-paced, dynamic environments with changing priorities and tight deadlines
- Negotiation and conflict resolution expertise guiding vendor relationships, contract discussions, and last-minute event challenges toward strong outcomes with professionalism and creative problem-solving

- Strategic thinking and analytical skills with the ability to assess event performance, spot improvement opportunities, and make data-driven recommendations that clients act on
- Show calling and stage management experience at mainstage scale, comfortable on headset with talent, AV, and crew
- A track record of pitching and presenting to clients, from first concept through budget approval

Essential tools and technical proficiencies

- Microsoft Office Suite and Google Workspace expertise including advanced Excel/Sheets for budget management, PowerPoint/Slides for client presentations, and comprehensive email management
- Project management and collaboration tools including Slack for team communication, Asana or Notion for client-collaboration project tracking, and file sharing platforms
- Event-specific technology including registration platforms, event apps, survey tools, and virtual/hybrid event platforms; Cvent preferred
- Working knowledge of Claude Cowork and a willingness to embrace workflows

Benefits & Working at TTM

- Remote work environment with travel
- See the world! Travel requirement is approximately 30% of the role, visiting incredible global destinations for client events
- Employment structure: Hourly W2 position with competitive benefits package including health insurance contribution, PTO, company holidays and sick pay
- Compensation: Competitive salary based on experience level, plus performance bonuses
- Work commitment: Full-time position averaging 40 hours per week with extended hours during active event periods and onsite events
- Travel requirements: Valid US passport required for domestic and potential international event support
- Team dynamics: Collaborative team requiring flexibility for real-time coordination and client calls within East Coast business hours
- Location requirement: Applicants must be live in the US and be United States citizens with valid passport; East Coast preferred for optimal team collaboration and client service

Connect with us!



Website: www.tiedtogether.net

Instagram: @ttm_events

LinkedIn: <https://www.linkedin.com/company/tied-together-marketing>