

Event Experience Manager

(Remote USA, east coast preferred. 30% travel required).

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.

Do you thrive on the energy of bringing people together and creating innovative attendee experiences that exceed expectations? TTM is seeking an **Event Experience Manager** ready to support complex event programs. This is a fully remote (with travel!) opportunity.

Do these things spark joy in your life? Your responsibilities will include

- Traditional event coordination and support related to F&B, giveaways, housing, speaker logistics, evening events/receptions and event communications
- Management of RFPs from creation, distribution and analyzing results
- Working with outside vendors and our cross functional teams
- Event graphics from direction, creation and installation for print, digital and social
- Supporting an Event Lead for note taking, deliverables, budget tracking and ROS management
- On-site execution
- Capture and management of photo and video assets of events.
- Curating content and creative experiences

About You

- Event/Hospitality work experience or internships (0-3 years)
- You have excellent organizational skills with an ability to think proactively
- Able to work independently while still collaborating with a cross functional team
- Passionate about providing operational excellence
- A clear and effective communicator
- Able to handle multiple clients, events and projects at one time
- Can work in a fast-paced environment
- Can handle conflict, negotiations and holding vendors accountable for services
- A strong problem solver

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>