



# CULTIVATE

## **Event Coordinator**

Boulder, Colorado  
Full-Time Position

## **Company Overview**

Cultivate is a gifting company based out of Boulder, CO that specializes in on-site gift experiences for corporate events, meetings, and incentive travel. Since 2010, Cultivate has gifted hundreds of top-performing employees on behalf of the companies they work for. Cultivate's on-site gift experiences are designed to help every guest select a gift they truly love from a wide variety of categories.

In addition to its full-time employees, Cultivate has 100+ independent contractors to service gift experiences at events in key markets including California, Florida, Arizona, Hawaii, the Caribbean and other resort destinations around the globe.

## **What We Need**

Cultivate is currently recruiting a full time **Event Coordinator** based out of **Boulder, Colorado**. The Event Coordinator will own the delivery and execution of assigned event programs. Successful candidates will be passionate about first-rate customer service and detailed event execution. Delivering an excellent customer experience and tackling fire drills with a smile is essential. Event Coordinator's are masters of multi-tasking, successfully executing event logistics while interacting with meeting planners, hotel staff, guests, and the Cultivate on-site team.

## **What You Will Do**

- Champion events from sales pass-off through post event wrap-up
- Build strong and effective internal cross departmental relationships (sales, purchasing, accounting, etc.) fostering an environment for collaborative problem-solving, learning and development
- Become the company's main liaison with assigned clients to confirm all event details are captured and effectively executed
- Coordinate on-site logistics, staffing, travel, product and display shipments, and post event reconciliation
- Build event/on-site staffing schedules and manage pre-event staffing activities
- Maintain project checklists, files, and other event/shipping documentation thoroughly and accurately in accordance with company, departmental, and country (import/export) policies and requirements
- Work with vendors (fulfillment warehouses, freight forwarders, printers, etc.) to ensure timely, cost-effective execution
- Travel to and support on-site performance and management of key events, including gift experience set-up and take-down as needed



- Track expenses and assist in financial reconciliation, appropriately balancing event ROI and client satisfaction

**Must Haves**

- 4-year college degree required
- 1-2 years prior event management, hospitality, or promotional experience
- Highly organized and detail-oriented with excellent follow-up and time management/prioritization ability
- Outstanding written and verbal communication
- Proficiency with G Suite and MS Office Suite
- Comfort and agility in resolving unexpected issues that inevitably arise in event planning and execution
- A relentless commitment to continuous improvement
- Willingness to work flexible hours and travel up to 25%
- An infectious, positive, can-do attitude

**Compensation and Benefits**

- Competitive annual salary based upon experience
- Benefits including 401k (with 3% match) and insurance plans

*The above description reflects most duties assigned to the position. Other responsibilities may be requested at any time.*