



**Position Title:** Client Services – Account Supervisor, Spirits

**Reports To:** Sr Account Director

**Job Description:**

Soho Experiential is looking for an Account Supervisor to support our Client Services department. Do you love events and have experience planning them? This may be the opportunity for you! This NYC based role will develop and execute national sampling programs and other experiential events for a variety of spirits brands.

**Working closely with and under the direction of the Sr. Account Director, you will:**

- Develop, plan, and activate consumer sampling and experiential marketing events varying in size and scope
- Work across our Creative, Production and Field Marketing teams to bring programming to life
- Manage related vendors and partners in the development of brand programs
- Develop program budgets and provide financial management of all experiential programs on a regular basis
- Write and distribute program overviews, activation plans and any other documents to all stakeholders
- Debrief key stakeholders to measure program efficacy and make adjustments as needed
- Attend in-person meetings, site checks and events as needed

**Position Requirements**

- 1-2 years event experience
- Very detail oriented
- Sound prioritization, judgment and problem-solving skills
- Strong project management and logistical skills
- Strong written, verbal and public speaking skills
- Proficient (as in not a beginner) in Microsoft Excel, Word, PowerPoint and Outlook
- Experience with ADP Workforce Now is a plus

**What We Offer:**

- Contribution to a solid medical, vision, and dental insurance
- A 401K program so you can do cool stuff when you are old
- A generous PTO policy. We believe in working hard, and smart and enjoying life to the fullest.
- A group of people who value each other as much as we do the work we create

***We love our diverse workplace! Soho Experiential is an equal opportunity employer and does not discriminate based on race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.***



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