



Position Title: Account Executive

Reports To: Account Director

Job Description:

Do you love planning events? If so, this may be the opportunity for you!!

This full-time position based in New York City is responsible for developing and executing experiential events for a variety of exciting brands.

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

- Provide support to our Supervisor and Director in the production of national events and promotions.
- Serve as a contact for all clients served by the account team.
- Manage the creation of status reports, agendas, recaps and weekly calendars.
- Develop, implement and report on all experiential programs and their support tools.
- Travel to events (when needed) to ensure program quality and provide support as needed.

Position Requirements

- Bachelor's Degree
- Prior event planning/production experience with a passion for events
- Exceptional communication/organizational skills with a keen eye for detail
- Microsoft Office Suite Proficient
- Superstar who thrives in a fast-paced environment
- Ability to multi-task like a pro
- Have strong written, verbal and public speaking skills
- Be a self-starter, outgoing, energetic, gregarious personality

What We Offer:

- Salary to pay your bills, a generous bonus structure, and an opportunity to earn even more by bringing in business 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.