



Position Title: Field Marketing Systems Manager

Reports To: VP, Field Marketing with direction from Senior Director of Field Marketing

Job Description:

Do you enjoy managing software solutions and understand software functions in a way many wish they did? Do you desire the ability to work for a team where you get to create and customize our event management programs? Then this is the job for you! The Soho Field Marketing team is seeking a Systems Manager who has a passion for software solutions and appreciates the world of marketing and events.

This full-time, NYC based position is responsible for managing the agencies software solutions for event and logistics management including event scheduling and recaps, expense software, asset management and overall data analytics.

What You'll Do:

- Build and create client portals, customized by program to ensure data fields match clients needs
- Manage event schedules and client calendars ensuring programs are executing to phasing plan and volume
- Import and manage assets in the field by maintain accurate inventories and image databases for current year/program
- Maintain proper filing within Microsoft TEAMS for management of all reports and client inventory files
- Support and audit monthly expense and timesheet tracking for the field marketing division
- Be a team player, seeing around the corner before a problem presents itself, often times acting as both a coach and a player among a diverse team of colleagues

Position Requirements

- Bachelor's degree from an accredited institution
- Affinity for learning new software systems and training others on how to use them
- Present solutions on how to streamline data management and work with data analysis vendor
- Ability to work with software developers to identify and troubleshoot tickets

What We Offer:

- Competitive salary for a NYC based office position with an option for flexible schedule to work from home on non peak days
- 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



- Mentorship from team members who truly care, to work with management who values growth and opportunity.

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.