

Job Title: Program Manager

Classification: Regular, Full Time

Reports to: President/Owner

Company Overview: Welcome to the most dynamic and innovative event planning and destination services company in St. Louis! We're not just any company; we're the city's only accredited Destination Management Company, proudly women-owned and operated since 1990. Join our dynamic operations team as a Program Manager! You'll play a pivotal role in ensuring the seamless execution of our programs and services. This is an exciting opportunity to work closely with our sales team, manage third-party services, and be the primary point of contact for our clients. If you thrive in a fast-paced environment and have a passion for delivering exceptional service, we want to hear from you!

What We Do: We specialize in making corporate and convention groups feel like VIPs. Our expertise includes:

- Event Décor and Design
- Group Dining
- Team Building
- Activities and Experiences
- Offsite Event Management
- Entertainment and Transportation

Key Responsibilities:

- **Client Care Extraordinaire:** From contract signing to final billing, keep clients in the loop and manage day-to-day tasks, including:
 - **Transportation Triumphs:** Secure vehicles, create signage, manage manifests, and more.
 - **Tour Guru:** Book tickets, make reservations, and craft perfect itineraries.
 - **Staffing Superstar:** Handle scheduling like a boss. Provide all the necessary details and instructions to contract staff
 - **Event Maestro:** Manage vendors, oversee on-site setups, and ensure everything runs smoothly.
 - **Venue Vibes:** Keep the communication flowing with all event and program venues
 - **On-Site Supervision:** Oversee on-site coordination and management of programs with a keen eye.
- **Professional Networker:** Attend professional organization meetings and participate in committees to stay connected.

Desired Skills and Experience: *we are looking for a candidate who is a recent college graduate or has 1-3 years experience in the hospitality field*

- Time Management
- Prioritizing
- Listening
- Confidence
- Flexibility
- Ambition
- Social Acumen
- Passion for St. Louis
- Tolerance

Standout Experience

- DMC / Event Planning
- Registration Management
- Meeting Planning
- Catering
- Hotel Sales
- Hotel Convention Services

How to Apply: Interested candidates should submit cover letters and resumes by email to info@destinationstlouis.com.