creativeOne

INSURANCE • SECURITIES • WEALTH

Title: Events Coordinator
Department: Strategic Marketing and Communications
Reports to: VP, Events
Status: Full-Time, Non-exempt
Location: Onsite – Overland Park, KS

Elevate Your Career at CreativeOne!
Looking for a dynamic and rewarding career in financial services? Join us at CreativeOne, where we blend collaboration, innovation, and excellence to forge a path in the financial services industry. We pride ourselves on being a nationally recognized leader, devoted to empowering independent financial advisors with superior services.

We're Building a Better Financial Future, Together
We take immense pride in our work and are in search of like-minded individuals who are eager to make a significant impact. If you are ready to be a part of a team that's shaping the future of financial services, we would love to hear from you.

Position Summary:
As an **Events Coordinator** at CreativeOne, you'll play an integral role in bringing exceptional event experiences to life. From intimate advisor gatherings to large-scale conferences and corporate events, you'll help coordinate the details that make every experience seamless, memorable, and impactful. Working closely with the VP of Events and cross-functional teams, you'll support event planning, logistics, vendor coordination, attendee experiences, and onsite execution.
We're looking for a highly organized, detail-oriented, and proactive team player who thrives in a fast-paced environment, enjoys solving problems, and takes pride in creating outstanding experiences

Duties and Responsibilities include, but are not limited to:

- Conducts short and long-term coordination for events.
- Serves as a company ambassador for onsite and offsite events.
- Coordinates budgets, marketing and merchandising plans, audio-video components, speaker and guest logistics, safety and security, participant services, and other aspects of events.
- Builds relationships with vendors and other business partners by researching and contracting with qualified, high-value service providers and nurturing partnerships with other organizations and businesses.
- Contributes to the conception of creative and innovative event themes and attractions to enhance event experiences and goals.
- Assists with booking and inspecting banquet and catering functions, hotel accommodations, meeting facilities, and other spaces necessary for events.
- Serves as a critical events team member to achieve organizational goals by working seamlessly with other departments and outsourced service providers to host effective and inspiring events both onsite and at venues.
- Administers other department and company functions, such as budgeting, planning, purchasing, sales, marketing, scheduling, inventory, procurement, and overseeing vendor payments.
- This position requires occasional travel to support company events.

Preferred Qualifications:

- Communicates complex and routine operational details clearly
- Works effectively on multiple simultaneous projects with competing deadlines
- Demonstrates excellent interpersonal skills, including relationship building and leadership skills
- Shows strong organization and project management skills with a keen attention for detail

- Proficiency with Microsoft Office, particularly Excel, Outlook, and PowerPoint.
- Experience with event registration or event management platforms (if applicable).
- Ability to manage event timelines, checklists, budgets, and vendor communications.
- Comfort working onsite during events and adapting quickly when plans change.
- Strong written communication and customer service skills.

Preferred Education/Experience

- Bachelor's degree or equivalent experience
- 1-2 years' experience in an event coordinator role or equivalent experience

Demonstrate and Represent Our Core Values

- *Provide Unreasonably Excellent Service*
- *Love What We Do*
- *Act with Integrity*
- *Collaborate Courageously*
- *Evolve with Purpose*

About CreativeOne

CreativeOne is an industry-leading marketing and consulting firm that helps independent financial advisors grow their businesses. We combine deep financial expertise with full-service creative and media capabilities, delivering tailored marketing that drives measurable growth. With over 40 years of innovation behind us, we're building the next generation of advisor marketing—and we're looking for top talent to help lead the way.

This description covers the major purpose and major functions of the job. It is not intended to give all details or a step-by-step account of the way each task is to be performed. Employees may receive other job-related instructions and be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to provide reasonable accommodation to qualified individuals with disabilities.

CreativeOne provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Our company does not currently sponsor employment visas. Applicants must be authorized to work for any employer in the U.S.