

# Technical Event Producer /Customer Support Company: Quince Imaging



## About Us

Quince Imaging is a well established and highly respected provider of high end projection display and broadcast production equipment including the World's brightest video projection systems. The Quince Imaging team has over thirty years of experience providing display and video services to live worldwide television events, feature films, television commercials, corporate meetings, religious gatherings, political conventions, associations, unions and many other types of events where quality is critical. You have seen Quince Imaging at the Academy Awards, the Kennedy Center Honors, the Presidential Inaugural, the DC Convention Center, DAR Constitution Hall, National Building Museum and other venues and events.

### PURPOSE OF THE EVENT PRODUCER:

Quince Imaging Inc. is seeking a Full-Time Technical Event Producer (Client Support) to support live event productions nationwide with our existing customers, provide excellent customer care, client follow up and ongoing client support for their events. This position offers tremendous growth potential for anyone willing to learn and take initiative to go above and beyond.

### RESPONSIBILITIES:

- Production/Event experience.
- Event drawing skills using AutoCAD/Vectorworks.
- Strong Customer service experience to assist our existing client base.
- Enter data into the EVENT SOFTWARE utilized here.
- Creating accurate and timely event sheets with all the information for each new and existing event.
- Answering customer's questions/queries in regards to new production events.
- Coordinate with Engineering, Management and Creative in regards to providing technical solutions to customer challenges and changes.

## Requirements

### EDUCATION/EXPERIENCE/QUALIFICATIONS:

- B.A. /B.S. with a technical/communications degree, events production, or any business administration related degrees preferred.
- College graduate or a Graduate student in a film/video/communications program is ideal.
- Minimum of 5 years production/event experience strongly desired.
- A go-getter, people person with a desirable disposition to work with others.
- The ability to juggle and maintain priority to multiple job tasks at once.
- Detail oriented, very organized with their work.
- High level of active communication skills.
- Must be able to pass a background check.

*The Company, in its discretion, may find appropriate and acceptable alternatives to the above qualifications.*

### ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Production and/or event related experience.
- Enthusiastic individual with strong technical background; interested in learning more about Event/Video Production.
- Must be an exceptionally resourceful self-starter with the ability to work both independently and as part of a team.
- Capable of working a variety of hours as required by event schedule; able to travel and work nights and weekends when needed.
- The successful applicant will have an outgoing personality with an exceptional ability to relate to people.
- Ability to establish and maintain professional and cooperative relationships with those contacted during the course of work.
- This individual must be detail oriented, and have excellent written and verbal communication skills.
- Proficient in both Mac & PC, Microsoft Office, Word, MS Outlook, Windows, Excel, Adobe Pro Suite.
- Have the ability to sit at a desk and be working on a computer most of the day.
- Knowledge of AutoCAD is a bonus.
- Basic networking skills, highly organized, confident driver, willing to multitask.
- Possess excellent written and verbal communication, organizational skills and time management skills.
- The following skills are crucial: Good Listener; Responsible; Willing to Learn; Patient; required to think on your feet on a moment's notice; doesn't know the meaning of the phrase, "I can't".

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Quince Imaging offers competitive salary and benefits for full-time employees. The Company maintains a group health plan that covers all employees with healthcare and dental coverage. A 401(k) plan is offered to all employees after 6 months of service. Vacation and sick days are accumulated based on tenure for each calendar year.

Compensation is based on experience and qualifications. Send compensation requirements.

Quince Imaging is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected Veteran status.