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Job: Account Manager  
Location: Carbondale, Colorado (Remote)  
Position Type: Full Time

### **ABOUT OUR COMPANY**

Six Productions specializes in Extraordinary Creative Experiences. From corporate meetings to magical weddings, our team creates immersive experiences that leave a lasting impact.

### **POSITION DESCRIPTION**

Account Managers oversee client programs for Six Productions' working directly with the General Manager, Executive Producer & Production Managers to support a variety of production related programs locally and nationally.

- Operating as the lead point of contact for any and all matters specific to assigned accounts
- Building and maintaining strong, long-lasting customer relationships by anticipating clients' needs and requirements.
- Collaborate with clients and groups to define needs; determine and execute project deliverables.
- Manage customer account and activities pertaining to clients' projects, including creating proposals, negotiating contracts and agreements to exceed customer expectations and maximize profit
- Work in partnership with SIX team members, and our clients to meet objectives and exceed expectations by delivering, proactive solutions, quality products, and best-in-class services on-time and on-budget.
- Maintain records of clients' past activity and business practices and recap client meeting minutes and distribute to client and SIX account team.
- Communicate show-specific information with the Production Managers prior to show set-up and maintain communications with Production Managers and Event Coordinators to ensure production activities are progressing as specified in project timelines and budget.
- Input expenses from completed projects and review invoice against proposal to determine variances. Investigate unexplained variances to determine validity and accuracy.
- Perform weekly "check ins" with SIX Leadership of project status and issues.
- Assist SIX Leadership in the development of annual budgets, sales presentation materials, data requests and other special projects as appropriate to retain and grow business.

The successful candidate is confident, assertive and capable of multi-tasking and meeting demanding deadlines. Candidate must be a proactive, independent worker who can thrive in a fast-paced environment. Candidate must be able to work independently or as part of a team and must have the ability to give direction, delegate, and have a high sense of detail and organization.

### **QUALIFICATIONS**



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- Bachelor's Degree or equivalent required with Marketing/Communications major preferred or commensurate experience.
  - Thorough knowledge of spreadsheets, databases, word processing, and inventory management software..
  - Excellent interpersonal skills and the ability to develop a strong rapport with the convention/congress department client, brand managers, regulatory personnel, agencies, and other key stakeholders.
  - Articulate, poised, and polished with the ability to communicate clearly, concisely, and professionally both verbally and in writing.
  - Exceptional organizational skills and ability to multitask to manage shifting client priorities and multiple/simultaneous projects.
  - Ability to proactively provide practical solutions in an ambiguous, time sensitive and fast paced environment.

### **WORK ENVIRONMENT**

Ability to work in consultative manner with internal SIX teammates and client contacts at a variety of levels. Ability to work remotely or in a hybrid environment. Is self driven, focused and able to show results on a daily, weekly and monthly basis. Light travel to and from the team headquarters and based on clients needs as necessary.

### **BENEFITS**

Our team members are our family, so we help our team members care for their families. The rewards of joining SIX are extensive. We offer a comprehensive benefits package to all full-time year round employees. Highlights:

- Competitive salaries
- IRA with company match
- Healthcare/vision/dental insurance
- Seasonal ski pass or equal wellness benefits
- Career development program
- Employee assistance program
- Paid vacation time
- Community involvement opportunities