



## Executive Producer

As VACAYA continues to grow, we're looking to bring on a high-performing Event Planner to be part of VACAYA's dynamic Production Team to Executive Produce our unforgettable LGBT+ vacation experiences from start to finish (and beyond).

The successful candidate will be a part of our Production Team (with an emphasis on Operations) and follow the guidance and direction of the CEO to develop and lead the guest experience with the goal of exceeding a 70 Net Promoter Score while remaining on budget for each event.

### TEAM & LEADERSHIP RESPONSIBILITIES:

- Design and Implement Onboard/Resort Guest Experience to a pre-determined budget
- Lead ideation with team members for events to generate concepts and create buy-in for plans
- Scout New Team/Talent, with LGBTQIAPK, Gender, Racial, and Ethnic Diversity being a key driver
- Support site inspections and coordinate department head agendas and meetings
- Lead event rehearsals and oversee show run-downs to solve any technical issues in advance
- Contract and Manage All Talent
- Co-manage Onboard/Resort Team Leads/Talent alongside V Team Manager
- Book and Manage all Staff and Artist Travel
- Manage all Shipping and Logistics for Programs
- In consultation with Leadership Team, Manage Development and Delivery of Onboard Gifts/Giveaway/Gift Shop Items
- Create Support Materials for Programs
- Hire and Manage Technical Director and Production Teams for Bliss and Oasis Events
- Liaison with cruise line for technical and logistical arrangements and event details – excursions, protocols, schedules, site visits, shipping, deliveries, etc.
- Outline Supporting Material Needs, then arrange shipment of those materials for each Program
- Design programs with greater efficiencies in all areas
- Help manage and upload program-specific info into VACAYA's ChatBot (on trips which include WiFi and where the ChatBot has been employed)
- Complete cruise line's Call Center Resource Document for each big-ship Bliss Cruise
- Design and Implement Onboard/Resort TV Experience in conjunction with CMO & digital marketing team
- Participate in VACAYA's social media videos to explain important parts of the VACAYA guest experience in professionally produced video segments.
- At the direction of the CMO, manage development of guest and sponsor experience for sponsorship deals sold by the CEO and CMO.
- Provide a high-level look at all Production moves made at our weekly staff meeting
- Lead/participate in weekly production meeting with all internal stakeholders
- Collaborate with accountant to deliver a budget reconciliation for each event. Document and share learnings with the team
- Review Post-Trip Guest Satisfaction Survey Results
- Post-Trip: Perform event postmortem and provide overall analysis on each event and outline opportunities to improve the VACAYA experience
- Post-Trip: Ensure that all trip related expenses have been accounted for and submitted to accountant.

**REQUIREMENTS:**

- Creative and analytical thinker – capable of handling quantitative and technical duties
- Eye for design to implement the visual aspects of an event
- General knowledge of concert/dance party/theatrical sound and lighting design, builds, and execution
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- Multi-tasking capabilities to juggle many different tasks and collaborate with a wide range of teams
- Highly-organized, great communicator with the ability to prioritize many different simultaneous tasks
- Assertive and capable of directing others and implementing projects with little to no supervision
- Excellent listening, negotiation, and presentation skills
- Excellent verbal and written communication, and proofreading skills
- Team player with strong accountability combined with a collaborative spirit
- Updates job knowledge by participating in educational opportunities provided by the company
- Must have a valid Passport
- Minimum 3 years event planning/production experience

**SUPPORT:**

You will help support “The V Team” for each Bliss and Oasis trip. They are the on-site managers of the VACAYA experience. They will be scheduled to the Production Team’s event plan by a fellow Production Team member, our V Team Manager, who will also manage the on-site team meetings. Each V Team member is a paid event staff member. The number of V Team members on each trip will be determined by the overall Event Plan.

**DIRECT REPORT:**

The VACAYA Technical Director (a contractor who will report directly to our Production Team) will be responsible for handling the technical aspects of your team’s Event Plan, and will manage the Lighting/Master Electrician, Audio Engineer, Laserists, Video Operators, and production workers.

Production Team members reports to VACAYA’s CEO (and Co-founder), but are also accountable to our CMO (and Co-founder).

**NOTE:**

Our Executive Producer is required to follow any other job-related instructions and to perform any VACAYA-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Please submit resume and link(s) to online portfolio or any other online resources which tell your story to [info@myVACAYA.com](mailto:info@myVACAYA.com).