About the Job - Senior Event Producer

We are looking for a highly experienced Senior Event Producer with 5+ years of directly relevant experience in destination management, corporate meetings and incentives, experiential or brand event agencies, AV/technology, hospitality, or a closely related event environment. This is a senior-level role for someone who has truly owned sophisticated corporate programs from beginning to end and is ready to lead with confidence, precision, and great client care.

About Ultimate Ventures

Ultimate Ventures is a leading destination management company in North Texas, bringing 30+ years of local expertise to corporate meetings, incentive programs, transportation, tours, dine-arounds, team-building, and creative event experiences throughout Dallas-Fort Worth. As the region's only ADMEI-accredited DMC and a multi-award-winning team, we are known for smart logistics, creative thinking, strong partnerships, and warm, hands-on service. We work exclusively in Dallas-Fort Worth - and we know how to make our hometown shine.

The Opportunity

Ultimate Ventures is growing, and we are looking for a Senior Event Producer who is ready to step into a high-impact, client-facing role on a collaborative, fast-moving team. This position is primarily operations-focused, with involvement in the sales process when collaboration is helpful. You will take ownership of assigned programs from planning through onsite execution, leading vendor coordination, logistics, budgets, timelines, staffing, and the many details that turn a great plan into a well-run experience.

You will also support proposals, client conversations, site visits, and creative brainstorming as needed, giving you exposure to the full client lifecycle. The right person for this role is a seasoned event professional who enjoys being both highly organized and highly resourceful - someone who can see around corners, make good decisions independently, and keep clients and teammates confident when plans change.

This role is a great fit for someone who:

- Loves the precision of logistics and takes pride in the details.
- Thrives in a fast-paced environment with multiple programs moving at once.
- Enjoys building trusted client relationships and being a steady, solutions-oriented partner.

- Takes ownership and is comfortable leading sophisticated corporate programs from beginning to end.
- Can stay calm, think clearly, and make smart decisions when the unexpected happens onsite.
- Enjoys collaborating with a close-knit team and wants to grow with an established, highly regarded DMC.

What You'll Do

Program Operations

- Lead operational planning for assigned corporate, incentive, and association programs.
- Own program details from handoff through execution, keeping clients, vendors, and internal teams aligned.
- Manage budgets and track financial performance to support profitability goals.
- Coordinate vendors including décor, entertainment, transportation, production, food and beverage, venues, and specialty services.
- Develop timelines, staffing plans, run-of-show documents, manifests, and other operational tools needed for smooth execution.
- Conduct site inspections and planning visits as needed.
- Serve as a key client contact during the planning process and onsite.
- Be present onsite for programs and confidently lead field teams, vendors, and event logistics.
- Troubleshoot in real time, make sound independent decisions, and lead through unexpected onsite challenges with professionalism and composure.

Transportation & Logistics

- Assist in coordinating group transportation, routing, and movement logistics; training can be provided as needed.
- Support manifest management and vendor communication for arrivals, departures, transfers, and event movements.
- Contribute to contingency planning so transportation and program operations remain smooth even when circumstances change.

Sales Support & Collaboration

- Assist with proposal research, vendor sourcing, and pricing when needed.
- Participate in client calls, presentations, site visits, and planning meetings as appropriate.
- Bring ideas to brainstorming and creative strategy conversations.
- Help ensure a seamless transition from proposal to execution and a consistently strong client experience.
- Partner closely with UV teammates across operations, sales, creative, and leadership.

Team Contribution

- Be a collaborative, positive resource to teammates and share best practices when helpful.
- Support onboarding, training, and team development as needed.
- Communicate clearly and consistently with internal teams and leadership.
- Help identify better ways of working and support new tools, processes, and company initiatives.

What Makes You a Strong Fit

- 5+ years of relevant event planning experience; DMC, hospitality, experiential/brand agency, corporate meetings and incentives, AV/technology, or similar agency experience is required.
- Demonstrated experience owning sophisticated corporate events or programs from beginning to end.
- Strong organizational and time-management skills with the ability to manage multiple programs at different stages.
- Comfortable building and managing budgets and working in Excel.
- Detail-oriented with solid financial awareness and an understanding of program profitability.
- A clear, confident communicator with strong interpersonal and client-service skills.
- Solutions-driven, resourceful, and calm under pressure.
- Able to work independently with good judgment while also being highly collaborative and team-oriented.

- Experience with project management systems or event software is a plus.

Compensation & Benefits

- Performance-based bonus potential tied to program profitability and success.
- Health insurance options including medical, dental, and vision.
- Paid time off, paid holidays, and sick leave.
- Professional development support, including industry memberships and certification opportunities (DMCP encouraged).
- 401(k) with employer match.
- Employer-paid Basic Life Insurance ($50,000) and AD&D Insurance ($50,000).
- Voluntary life insurance (employee add-on).
- Paid industry memberships.
- Long-term career growth within an established and respected DMC.

Requirements

- Minimum 5 years of directly relevant event planning experience.
- Flexible schedule, including evenings and weekends, for program execution.
- Reliable transportation and a valid driver's license.
- Ability to work onsite for extended event hours.

How to Apply

Shannon Connex Recruiting manages this search. Please contact Shannon directly at **shannon@shannonconnexllc.com** to apply.