

Identity Management Group

729 W. 16th Street A1
Costa Mesa, Ca, 92627
www.idymg.com

COMPANY DESCRIPTION

Identity Management Group brings a full service, 360 approach to developing and managing nightlife and hospitality projects with a focus on the Southern California market. Striving for the best and most innovative solutions to enhance the consumer experience allows us to deliver serious results through a complimentary combination of fantastic talent performing in highly produced events at both our own venues and unique locations.

DUTIES & RESPONSIBILITIES

- Researched Top Clubs, Orgnaized Events Calendar
- Brainstormed ideas for special event Nights
- Assisted with writing Social Media Postings for week
- Market Research for Special Events
- Establish and Build Special Events departments
- Campus booth set up
- Outreach and customize birthdays
- Brainstorm new marketing techniques
- Observing & Analyzing front operation at Time Nightclub
- Helped with assisting guests
- Assisted Managers with artists Relations, artist hospitality , and artist meet and greet
- Assisted with scanning tickets during on site
- Run Twitter, Snapchat, Instagram during the event

QUALIFICATIONS & REQUIREMENTS

- Ability to handle sporadic workload
- Extraordinary ability to meet deadlines
- Excellent interpersonal, communication, and strong organizational skills
- Proficient in Microsoft Word and Excel
- Ability to lead teams to achieve success
- Knowledge of Financial Forecasting
- Immense understanding of Orange County market
- Networking

TIME COMMITMENT

These are the requested periods of time by the employer

- 2-term (50-100 hours/10 weeks)

HOW TO APPLY & DEADLINE

Timenightclub.com
Idymg.com

Office: 729 W. 16TH Street A1, Costa Mesa 92627, Applications are accepted year round

CONTACT INFORMATION

For More information please contact Jimmy Phu at jp@idymg.com or 714-548-5062. You can also visit their website at www.idymg.com.