



MEETING MANAGEMENT SERVICES

Project Manager- Meetings and Events

Salary Range: \$50,000- \$75,000

Location: 100% Remote (East Coast Hours Required)

Reports to: Director of Meetings and Logistics

Start Date:

Resumes received without a cover letter will be rejected.

WHO WE ARE: Meeting Management Services, Inc. (MMS) is an independently owned meeting planning and consulting firm based in Washington, DC. We deliver full-service planning and strategic consulting for association and corporate conferences across the United States and more than six continents.

We are known for sweating the details others may overlook and for creating thoughtful, engaging attendee experiences wherever we go. Many of our clients have partnered with us for decades and view MMS not simply as a third-party vendor, but as a trusted extension of their team. Our consultative approach, operational discipline, and tireless drive have enabled us to grow and adapt—even through periods of significant industry disruption.

WHO YOU ARE: A **Project Manager** that is confident, self-directed meeting professional with 5+ years of experience planning and executing small to medium-sized conferences (50–500 attendees), ideally within a fast-paced or third-party environment.

You bring strong expertise across the full meeting lifecycle, including venue and hotel sourcing and contract management (Cvent Supplier Network experience preferred), budget creation and reconciliation, timeline and run-of-show development, event specifications, onsite execution, room block management, and vendor oversight. You are comfortable working with convention centers, AV partners, catering teams, décor and entertainment providers, DMCs, and GSC/expo companies supporting activations, structures, and signage.

You think in terms of projects, not tasks, and understand how your decisions impact the broader event and client experience. You are comfortable serving as the primary lead on smaller programs while also supporting larger, more complex conferences through defined workstreams. You communicate clearly, anticipate risks, and take responsibility for solving problems rather than escalating them unnecessarily. You are beginning to move beyond execution into stronger judgment and decision-making.

Role Overview

The Project Manager is responsible for owning small programs end-to-end while supporting larger and more complex conferences through assigned workstreams.

This role serves as the primary execution and client lead for select meetings and partners closely with Senior Project Managers and Directors on flagship programs. Project Managers are expected to manage budgets, timelines, vendors, and client communication with minimal oversight, while adhering to MMS standards and processes.

Project Managers regularly balance independent program ownership with collaborative execution, stepping into defined scopes such as Food & Beverage, housing, signage, or attendee experience on larger conferences. The role requires strong multitasking skills, sound judgment, and the ability to operate effectively across multiple clients and programs at different stages of the planning lifecycle.



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Key Characteristics To Succeed At MMS

- Strong organizational and project management skills with the ability to manage multiple programs simultaneously at different stages of the planning lifecycle
- Proven ability to prioritize effectively in a fast-paced, third-party environment with shifting deadlines and competing priorities
- Detail-oriented with a high standard for accuracy, readiness, and follow-through
- Confident communicator who can engage with clients, vendors, and internal teams clearly and professionally
- Ability to think proactively, anticipate issues, and resolve problems independently
- Comfortable owning workstreams and decisions while collaborating effectively with senior leaders
- Calm, solutions-oriented demeanor under pressure and onsite
- Strong time management and accountability for deadlines and deliverables
- Willingness to ask the right questions early and apply feedback quickly
- Proficient with event technology and planning tools (e.g., Cvent, shared documentation systems, spreadsheets)

Key Responsibilities

- Own select small programs end-to-end, serving as the primary execution and client contact
- Manage program budgets, including creation, tracking, forecasting, and reconciliation
- Develop and manage timelines, run-of-show documents, event specifications, and production schedules
- Support larger and more complex conferences by owning assigned workstreams (e.g., Food & Beverage, housing, signage, attendee experience, executive programming)
- Lead venue and hotel sourcing efforts and support contract review and negotiation in partnership with senior leadership
- Manage room block setup, tracking, pick-up reporting, and staff housing coordination
- Coordinate and oversee vendors including AV, catering, décor, entertainment, DMCs, and production partners
- Facilitate coordination across internal teams to ensure alignment and readiness
- Prepare for and support onsite execution, including troubleshooting and issue resolution
- Participate in post-event closeout, reporting, and analysis to support continuous improvement
- Adhere to MMS SOPs, templates, and tools to ensure consistency and quality across programs

Travel Requirements

- Travel to 3–6 onsite events annually, averaging approximately 5 days per event (up to 7- 10 days depending on program scope)
- Additional travel for site visits and planning meetings as required based on assigned programs
- Total travel may range to approximately 8 trips annually
- Occasional back-to-back travel may be required
- Travel may include weekends and holidays (compensated with additional PTO)

Physical Requirements

- Standard remote office environment
- Ability to assist with onsite setup (moving boxes up to ~25 lbs., unpacking, packet preparation)
- Extended periods of standing and walking (5+ miles per day), primarily in convention center environments



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Company Benefits

- Annual Bonus based on company success and performance.
- Subsidized Health vision and dental coverage plus access to FSA/HSA
- Company paid short term disability, long term disability and life insurance.
- 401(K)
- PTO + Federal Holidays + Comp Days

Interested candidates **must send a cover letter** and resume via e-mail to careers@mmsmeetings.com. *Resumes received without a cover letter will be rejected.*