



MEETING MANAGEMENT SERVICES

Senior Project Manager- Meetings and Events

Salary Range: \$90,000- \$105,000

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 Senior Project Manager professional with 6–9 years of experience producing medium to large-scale conferences, including complex programs ranging from approximately 500 to 5,000 attendees. You bring strong execution instincts, sound judgment, and a steady presence under pressure.

You excel at managing multiple accounts and large volumes of work simultaneously, listening to clients and internal partners, and translating strategy into action. You are trusted to lead large-scale or high-risk components of flagship conferences and to guide teams through complexity with clarity and confidence.

You operate with minimal oversight, prioritize effectively, and anticipate issues before they escalate. You are not just completing tasks—you are guiding the work, supporting Directors by executing against strategic direction while maintaining accountability, quality, and momentum.

Role Overview

The Senior Project Manager is responsible for leading complex programs and critical workstreams on large conferences while supporting Project Directors and Senior Project Directors on flagship meetings.

This role sits at the intersection of strategy and execution. Senior Project Managers translate high-level direction into detailed plans, oversee teams and vendors, and ensure readiness across logistics, budgeting, and onsite delivery. They are expected to manage significant scopes independently, exercise strong judgment, and serve as a stabilizing leader during high-pressure planning cycles and onsite execution.

Senior Project Managers may lead entire programs where appropriate, but their primary value lies in managing complexity, driving execution excellence, and supporting Director-level client ownership.



Key Characteristics To Succeed At Mms

- Critical thinker with strong problem-solving and risk-assessment skills
- Consultative, client-focused approach to project management
- Highly organized with excellent time management and prioritization skills
- Proven ability to manage multiple complex programs at different lifecycle stages
- Detail-oriented with a proactive, solutions-driven mindset
- Calm, positive, and steady under pressure and onsite
- Strong team builder who motivates, guides, and supports others
- Exceptional written and verbal communication skills
- Comfortable using a range of event technologies and digital planning tools
- Passion for innovation, continuous improvement, and staying ahead of industry trends

Key Responsibilities

- Lead complex programs or major components of large-scale conferences, ensuring accuracy, readiness, and flawless execution
- Own and manage significant logistics scopes including event specifications, production schedules, run-of-show documents, signage and branding, speaker coordination, and expo planning
- Manage and reconcile large-scale and multi-million-dollar budgets, including forecasting, cost controls, and post-event reconciliation
- Lead venue and hotel sourcing efforts and support complex contract negotiations in partnership with Directors
- Oversee room blocks, pick-up reporting, and staff housing for large programs and convention center events
- Direct vendor oversight across AV, F&B, décor, entertainment, DMCs, and production partners
- Develop Food & Beverage strategies, including menu design, tastings, and attendee experience concepts
- Lead and mentor small teams (typically 2–3 individuals), providing direction, oversight, and feedback
- Facilitate client and internal meetings to drive planning decisions and alignment
- Anticipate risks, develop contingency plans, and resolve issues proactively
- Support onsite execution and post-event closeout and analysis to drive continuous improvement
- Adhere to MMS standards, SOPs, and tools to ensure consistency 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.*

Scenario-Based Problem-Solving Exercise

Candidates selected to advance to the **final round** of the interview process will be required to complete a **scenario-based problem-solving exercise**.

Purpose

This exercise is designed to assess how candidates approach real-world challenges, structure their thinking, and communicate solutions effectively. There is no single “perfect” answer—we are focused on your judgment, clarity, and practical application.

What to Expect

- You will receive a scenario reflective of situations commonly encountered in this role
- You will be asked to analyze the situation and outline a clear, actionable approach or solution
- The exercise may be written, verbal, or a combination of both

Why We Use This Approach

This is a senior-level, **non-training role**. The scenario exercise allows us to ensure alignment between the demands of the position and a candidate’s ability to step in, assess situations, and deliver results with minimal ramp-up.