



MEETING MANAGEMENT SERVICES

Sponsorship & Exhibitor Manager

Salary Range: \$80,000- \$95,000

Location: 100% Remote

Reports to: Director of Sponsorships & Exhibits

Start Date: September 2026

WHO WE ARE

Meeting Management Services, Inc. (MMS), is an independently owned meeting and event management company headquartered in Washington, DC. We deliver full-service conference planning and consulting for association and corporate clients throughout the United States and around the globe. Our clients view us as an extension of their team, and our commitment to excellence, innovation, and attendee experience has fueled decades of long-term partnerships.

WHO YOU ARE

You are a strategic events professional who understands how sponsorships, exhibits, branding, and attendee engagement work together to create business outcomes. You can confidently advise clients, identify revenue opportunities, develop innovative experiences, and lead flawless execution. You are equally comfortable in a boardroom discussing strategy and on a show, floor managing vendors and labor crews.

Required Background

- Minimum of 5 years of sponsorship, exhibits, and integrated event marketing experience with demonstrated success developing strategic sponsorship programs, exhibitor engagement initiatives, and attendee experiences.
- Experience developing and executing branding opportunities including signage, large-format graphics, sponsorship activations, and attendee engagement experiences.
- Experience working within convention centers and heavily union venues.
- Budget management experience up to \$2M+.
- Ability to manage multiple events simultaneously.
- Experience leading domestic and international conference and exhibition programs.
- Managed exhibitor programs including turnkey exhibit solutions, floorplan development, exhibitor communications, and logistics.

Additional Preferred Qualifications

- Tech industry experience.
- Experiential in-person marketing experience.

What Makes You Successful

- Thrives in a fast-paced environment, managing multiple priorities with professionalism, composure, and minimal oversight.
- Provides creative and unique solutions and opportunities to the client – always striving to create a new experience for the attendee.
- Feels comfortable with events for up to 4000 attendees and working with senior level stakeholders.
- Skilled at managing large budgets and detailed production schedules.
- Equally comfortable working independently while also embracing collaboration.



Additional Strengths

- Strong leadership skills during onsite installation and event operations.
- Excellent understanding of branding opportunities, signage placement, and experiential marketing.
- Strong negotiation skills and vendor relationship management.
- Ability to leverage technology to improve in-person experiences.
- Intuitive visual design instincts with an eye for aesthetics, attendee experience, and creative presentation.

Key Responsibilities

- Serve as a strategic advisor to clients by identifying sponsorship growth opportunities, recommending attendee engagement initiatives, and developing exhibitor strategies that align with business objectives.
- Present recommendations and solutions that align with client objectives and event goals.
- Maintain awareness of industry trends and emerging practices to provide innovative ideas and best-practice guidance.
- Manage budgets, weekly meetings (internal & external), production schedules, event orders/specifications, and deliverables while maintaining high standards of accuracy.
- Develop and implement unique, creative attendee activations.
- Oversight of Branding Moments (loose signage, large format signage, structures/builds, and digital signage) including proofing process and onsite execution.
- Manage the complete exhibitor lifecycle including turnkey kiosk design, floorplan design, booth assignments, exhibitor communications, onsite execution, and post-event wrap-up.
- Manage the Exhibitor Appointed Contractor (EAC)
- Oversight of labor crews, contractors, and vendors to ensure successful implementation onsite.

Travel Requirements

- Up to three domestic events annually, including site visits and onsite execution.
- Up to three international events annually, including site visits and onsite execution.
- Valid passport required.
- Travel may include weekends and holidays.
- Additional PTO is provided for weekends and holidays worked.

Other Requirements

- Remote work environment requiring reliable internet access
- Ability to perform onsite event support activities, including lifting materials up to approximately 25 pounds and extended periods of standing and walking.

Why Join MMS?

- Opportunity to shape sponsorship and exhibit strategy for leading events.
- High level of autonomy and client visibility.
- Small company culture with significant impact.
- Opportunity to influence event design and attendee engagement.
- Collaborative team environment that values creativity and innovation.



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Company Benefits

MMS offers a comprehensive benefits package including paid time off, federal holidays, 401(k) participation with employer match, subsidized medical, dental, and vision coverage, company-paid life insurance, short- and long-term disability coverage, and flexible spending account options.

MMS is an Equal Opportunity Employer. We are committed to creating a diverse, inclusive, and respectful workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, citizenship, age, disability, veteran status, or any other characteristic protected by applicable federal, state, or local law. MMS maintains a workplace free from discrimination, harassment, and retaliation.

Interested candidates should submit a resume and cover letter outlining relevant sponsorship, exhibit, and event management experience to Careers@mmsmeetings.com.

Resumes received without a cover letter will not be reviewed.