



**Job Title: Senior Technology Solutions Specialist**

**Company:** Premier Marketing, Inc. (DBA Valley Events)

**Location:** Temecula, California

**Job Type:** Full-Time (35-40 hours a week)

**Job Description:**

Premier Marketing, Inc., operating under the brand Valley Events, is seeking a Senior Technology Solutions Specialist with a strong background in system configuration, issue resolution, and information systems to join our team. This role will focus on leveraging technology to optimize live event planning, execution, and evaluation processes for our clients in the Inland Empire, San Diego, Orange County and surrounding areas.

**Key Responsibilities:**

- 1. System Configuration and Integration:** Configure and integrate technology systems and platforms to support event planning and execution, ensuring seamless interoperability and functionality.
- 2. Issue Resolution and Technical Support:** Serve as the primary point of contact for resolving technical issues and providing support to clients and event staff before, during, and after events, leveraging expertise in troubleshooting and problem-solving.
- 3. Information Systems Management:** Oversee the management and maintenance of information systems, databases, and digital assets related to event planning and execution, ensuring data accuracy, security, and accessibility.
- 4. Technology Consulting and Training:** Provide expert guidance and training to clients and event staff on leveraging technology solutions effectively to achieve event objectives, including system utilization, best practices, and troubleshooting techniques.
- 5. Process Optimization:** Identify opportunities to streamline and optimize event planning and execution processes through the implementation of technology solutions, automation, and workflow improvements.

**Qualifications:**

- Bachelor's degree in Computer Science, Information Systems, or related field, with a strong academic record.
- Minimum 3+ years of experience in a technical role, specifically in a technology or live events company environment, with hands-on experience in system configuration, issue resolution, and information systems management.

- Extensive expertise in configuring and troubleshooting a wide range of technology systems and platforms, including but not limited to event management software, ticketing systems, CRM systems, and digital marketing tools.
- Advanced proficiency in programming and querying languages such as Python, Java, JavaScript, or SQL with experience in developing custom solutions and automation scripts to enhance technical operations.
- Exceptional knowledge of live event technological production processes, including planning, logistics, and venue setup for live events of various sizes and formats.
- Demonstrated ability to analyze complex technical problems, develop innovative solutions, and implement effective resolutions in a timely manner.
- Exceptional communication and interpersonal skills, with a proven ability to convey technical concepts clearly and effectively to both technical and non-technical stakeholders.
- Track record of driving process improvements and delivering high-quality technical solutions within a fast-paced, client-facing environment, with a focus on exceeding client expectations and ensuring customer satisfaction.
- Capacity to remain calm under pressure and address unexpected challenges or emergencies that may arise during live events, such as technical issues and last-minute changes.
- Strong project management skills, with experience leading cross-functional teams and managing multiple projects simultaneously from conception to completion.
- In-depth knowledge of the events or entertainment industry, including an understanding of industry trends, best practices, and regulatory requirements, is highly desirable.

**Compensation:**

- Competitive salary commensurate with experience and qualifications.
- Expected salary range between \$72,000 - \$80,000.
- Opportunities for salary review based on performance and company growth.

**Why Join Us:**

At Premier Marketing, we are committed to planning and elevating live community event experiences. Joining our team means being part of a collaborative and innovative environment where your expertise will play a critical role in the success of our clients' events. We offer competitive compensation, opportunities for professional growth, and the chance to make a meaningful impact in the dynamic world of events and marketing.

**How to Apply:**

Interested candidates should submit their resume and cover letter outlining their relevant experience and qualifications to [coordinator@tvpinc.net](mailto:coordinator@tvpinc.net)

**Closing Date:**

Resumes and cover letters outlining relevant experience and qualifications must be sent to [coordinator@tvpinc.net](mailto:coordinator@tvpinc.net) by 06/05/2024

**Equal Opportunity Employer:**

Premier Marketing, Inc. (DBA Valley Events) is an equal opportunity employer and is committed to diversity and inclusion in the workplace. We welcome applications from all qualified individuals regardless of race, ethnicity, gender, sexual orientation, age, disability, or veteran status.