

Networking & Relationship Representative/Ambassador

Contract Role. Orlando. See Schedule & Compensation info below

Company Background

www.thinkcybis.com

Cybis Productions is a premier live event production company, specializing in event technology, motion graphics branding, and total show management. With a 30-year track record of delivering exceptional experiences, we have built lasting relationships with repeat clientele, including Fortune 500 companies, non-profits, the White House, and nationally recognized brands. Our commitment to excellence, innovation, and integrity drives our mission to use the power of media to inspire audiences to achieve.

Role Context

The **Networking & Relationship Ambassador** serves as the front-facing ambassador of Cybis, focusing on networking, relationship-building, and prospect nurturing.

This is a flexible, part-time role intended to expand Cybis Productions' network and brand presence through strategic networking and relationship building and community engagement.

This role is responsible for identifying potential clients and creating opportunities for the CEO to close deals.

The Ambassador earns commission on successful contracts initiated through their efforts.

Key Responsibilities

Networking Engagement

- Attend networking events (1-2 hours per event) hosted by industry associations such as:
 - Meeting Planners International (MPI)
 - Visit Orlando Tourism Convention Bureau
 - Florida Society for Association Executives
 - Central Florida Hospitality and Lodging Association
 - Potential additional local networking groups
- Primarily focus on Orlando area events, with occasional Tampa opportunities
- Maintain a professional and approachable demeanor that reflects the company's values

Relationship Building

- Introduce Cybis to potential contacts and keep the company top-of-mind
- Maintaining Cybis' presence in professional networks, Build and nurture professional relationships within the community and with businesses who may refer leads
- Introduce Cybis to potential leads and keep the company top-of-mind

Follow-up and Communication

- Allocate up to 1 hour per event for follow-up activities
- Follow up with potential leads and pass qualified opportunities to the sales team
- Key follow-up activities:
 - Collect and manage contact information
 - Send periodic nurture emails
 - Ask for referrals to potential clients
 - Introduce Cybis' unique value proposition

Ideal Candidate Profile

- Experienced in brand ambassador or networking roles
- Comfortable in professional networking environments (luncheons, morning/evening networking sessions)
- Flexible schedule with availability in Orlando and Tampa areas
- Strong interpersonal and communication skills
- Entrepreneurial mindset with a passion for relationship building
- Interest in event production industry

Time Commitment

- Estimated 3-5 hours per week
- Attend a few events per month - can be 1 event per week, can be more, if Ambassador is motivated to make more connections that lead to conversion
- Flexible scheduling
- Events primarily in Orlando/Tampa regions

Compensation Structure

- Hourly rate for event attendance and follow-up
- Commission for new business generated
- Mileage reimbursement from home address in Orlando
- 1099 contract basis

- Invoicing recommended twice per month
- Payment within 1 week of invoicing (NET21)

Performance Expectations

- Take initiative in identifying and attending relevant networking events
- Consistently represent Cybis Productions professionally
- Understand and communicate the company's unique value proposition
- Contribute to long-term business development efforts

Key Performance Indicators (KPIs)

- Number of networking events attended
- Contacts added to database
- Referrals generated
- Potential leads identified
- Follow-up communication consistency

Additional Notes

- This is an ongoing role with potential for long-term collaboration
- Opportunity for continuous growth and relationship development
- Requires self-motivation and proactive approach

How to Succeed in This Role

- Familiarize yourself with Cybis Productions' services and unique offerings
- Be proactive in networking and relationship building
- Maintain detailed records of networking interactions
- Focus on quality connections over quantity
- Understand that the sales cycle can be lengthy and requires patience

Note: This is an experimental role for Cybis Productions, and we are committed to refining the position collaboratively.

Compensation: Commission based earnings with no cap. Pay is NET21 / 1099 contract basis.

Location: This role is mostly to participate in in-person events in the Orlando (and potentially Tampa) area.

Cybis has the right to terminate agreement at any time if the **Networking & Relationship Ambassador** is not performing the assigned tasks accurately and timely.

The **Networking & Relationship Representative/Ambassador** has the right to terminate the agreement at any time with two weeks' notice. If terminated without two weeks' notice, Cybis should not be liable for any uninvoiced time

Deals closed will be tracked via a Cybis approved tracking system. Commission will be paid once the contract is fully executed and monies have been received by Cybis.

Signed _____; date _____
CEO, Founder & Executive Producer

Signed _____; date _____
Non-Exclusive Sales Representative