**Experience Curator**

Job Description

The Experience Curator turns the traveler's wishes into a detailed itinerary. They listen to needs, try to discover what the clients are looking for and what they want and what is the purpose of their visit. “The task of the travel curator is to recommend unusual, unique, unforgettable and personalized experiences that will create long lasting memories.

The majority of your responsibilities will include complete, start-to-finish customer service working one-on-one with individual clients to design and execute their ideal travel itineraries; You also occasionally ask that you are available to visit destinations ( Greece/ Italy and Spain) and familiarize yourself first-hand with the services we offer. This may include, but is not limited to, gourmet meals, adrenaline-filled activities, community visits, hotel stays, and generally learning about the best of what we can offer in-person!

You will need to work as a team with the business development team and finance in order to prepare the itinerary for a specific retreat. Be prepared for meetings with hotels as we need to have all information gathered to prepare the contracts for every year activation.

Key responsibilities

* Design, craft, and curate high-end travel itineraries for discerning and experienced travelers
* Maintain excellent and fluid client communication throughout the entire sales process (pre- to post-travel) via email, phone, and in-person meetings
* Negotiate and communicate with activity providers in all destinations
* Calculate and produce error-free price quotes
* Demonstrate encyclopedic knowledge of all travelgems destinations
* Collaborate closely with all travelgems team, to ensure seamless client travel experiences

Desired Skills

* Critical thinking
* Problem solving