

## Senior Event Project Manager

The role of an Event Project Manager is to research, organise and deliver high impact, high quality events for our corporate clients.

You are the magic ingredient in the event throughout the whole process from devising the concept through to delivering making the event memorable for attendees and impactful for the client ensuring that they achieve their strategic objectives for the event.

Although the role is mainly office based it goes without saying that you will be able to travel to client pitches occasionally, travel for site visits or to deliver events both in the UK and internationally.

What type of events? Everything the client needs: sales activation programmes, product launches, overseas incentive events, conferences, exhibitions, training events, etc.

### Candidate profile

An experienced event manager with a strong track record of taking **ownership** of events from concept to completion, making successful, high impact corporate events happen, preferably with an agency background. Sometimes things can happen on the event that you didn't expect so you will be able to be **quick thinking**, a natural born **trouble shooter** and somebody who thrives in a **challenging** and sometimes demanding role.

You will be able to **juggle** a number of different types and sizes of events projects at the same time but be able to make sure that **attention to detail** is maintained, **deadlines** are met and the **client is serviced and supported**.

Whilst experience in all of these areas is important, so is culture fit and attitude as you are part of a close knit **team**.

As a Senior Event Manager you will be also provide support to the rest of the events team in the Event Operations Director's absence. Whilst this does not involve managing events team members from a HR perspective, you will demonstrate **leadership skills to support the team with your experience and knowledge**.

### Role and responsibilities

To be successful in this role you will be able to manage and deliver a range of events from end to end including full logistics and budget management, client management and potentially travel both in the UK and internationally. The key role and responsibilities include but not limited to:

#### EVENT STRATEGY

- Liaise with clients to understand their requirements and their strategic objectives for the event
- Translate this into a detailed, creative and strategic proposal

#### CLIENT MANAGEMENT

- Take ownership of the day to day relationship with a number of clients from different industries and levels of seniority
- Manage regular client calls and ensure they feel supported throughout the event planning process
- Identify opportunities for other services we can provide to clients and further our working relationship
- Participate in client pitches – phone or face to face

## EVENT MANAGEMENT

- Preparing creative, strategic and well throughout presentations and proposals for events and incentive programmes
- Full logistics including attendee /delegate management and travel and accommodation bookings
- Manage full event costings and budgets
- Co-ordinating all project details and suppliers both prior to the event and onsite, and a variety of different resources such as internal creative resources, DMCs, event suppliers, production teams and freelance staff
- Briefing and liaising with creative teams for online/off line communications and marketing collateral
- Producing Risk Assessments and monitoring Health & Safety aspects of all events
- Co-ordinating a variety of simultaneous projects and facilitating client involvement and engagement

## TEAM SUPPORT

- Step in to shares knowledge and experience to others in Dept Director's absence
- Lend support to others to review proposals and help resolve some escalated issues
- Help others manage their work priorities and provide support and solutions
- Demonstrate leadership skills of accountability and leading by example and acting as the number 2 to our Event Operations Director

## Skills and personal attributes

- Strong working knowledge of Excel and PowerPoint as we use these a lot
- A team player
- Excellent communication skills both written and oral
- Actively seeks opportunities for innovation and continuous improvement in all areas of event management
- Ability to form strong client relationships at senior levels
- Self-motivated and directed, with keen attention to detail
- Highly organised and process driven
- A strong sense of ownership and responsibility
- Ability to work independently and thrive in a fast paced, agency style environment
- Excellent time management
- Works calmly in pressurized situations
- Confident presentation/communication skills.
- Exposure to team management experience would be ideal

## What is it like here?

We are a relatively young company, 15 years old, but we are a market leader in our industry and have been growing fast through high quality client service and project delivery. We are based in modern offices in Stratford upon Avon, the vibe is young, fun, dynamic, dressed down however we are always professional and focused. It sounds cheesy, but we really do work hard and play hard.