

EVENT PROJECT MANAGER

We are seeking an experienced Events Project Manager that can complement our team and contribute to the success of a growing business.

The role will be varied which, for the right candidate, would be a rewarding and interesting challenge. The range of projects we are involved with as a company ranges from conference / awards technical production to full end-to-end creative design and logistics management.

We have a small team of in-house web developers, video editors graphic designers in addition to maintaining a substantial amount of technical equipment.

We work as a service led events agency. Our reputation amongst clients, venues and freelancers is one of our priorities.

In this role, you will be responsible for planning, coordinating, and executing a wide range of events from client enquiry through the event admin and planning process to then being an on-site client facing project manager.

Depending on interests and strengths, this role could extend to being an Event Producer (focussing on content and messaging) but this is not a necessary role within this position.

The requirements of the role are aligned with the skillset of an Events Manager / Project Manager role, but as an event production company an interest or appreciation of the technical elements is a must. This does not require any technical skills or experience, but the interest to learn technical considerations when planning an event in order to best support our clients. The Event Project Manager will work closely with our in-house Head of Production, Producer and Production Managers.

This is an excellent opportunity for an individual who is passionate about events and eager to gain expertise in the technical side of event management. The role would be a mixture of office-based project pre-production research, supplier liaison, hotel/transport booking and documentation creation prior to being on-site with client meetings or live projects. Although overseas projects do come up, the majority of our work is based within the UK – typically London or Midlands.

Please note this role will predominantly based in our Milton Keynes office due to the collaborative nature and fast paced change of projects. We offer flexible working to work around ad hoc personal requirements as we look to be a supportive and considerate employer. It is important to note that there is an expectation to be office based for the majority of the time and so being based close to Milton Keynes would be advantageous.

A colleague that is conscientious, motivated and eager to learn is a priority. Training will be offered for career progression however a degree of suitable experience is required for this role.

The dynamic company is often busy which involves juggling projects. There is a 'one team' approach and working load / capacity conscientiously considered. It is important to note however that rarely is there an opportunity to be focused on one project a time. The 'one team' approach extends to all areas of the business meaning that we 'chip in' to support when required. This means, on an occasion, a small degree of physical work would be expected as everyone is expected to get involved when required.

We look to mix 'the rough with the smooth' as a company and organise social events in addition to time off in lieu for the requirement of occasional weekend work.

What you will be doing:

- Collaborate with stakeholders to understand event objectives, requirements, and technical specifications (training provided as there is not the expectation to have technical knowledge)
- Become a point of contact for clients – taking on some account manager roles
- Develop comprehensive event plans, including timelines, budgets, and resource allocation. We have built some internal systems for this in addition to new practices being developed and implemented
- Support with the creation of proposal documents
- Liaise with and brief our 3D graphics designer for the creation of visuals
- Coordinate with vendors, suppliers, and contractors to ensure the availability of necessary equipment and services
- Support with the preparation of H&S documentation and the creation of Crew Information (in-house system to support with both)
- Oversee the setup, operation, and breakdown of event elements – this will include working in conjunction with the technical Production Manager / head technician and dealing with production logistics (hotels, travel and subsistence) as well as being the point of contact for clients or venue event managers.
- Manage event delegate logistics, including venue selection, transportation, accommodation, and catering. We have developed in-house an event registration system which you would look to take a brief of requirements to feed into the digital team and then learn to use the system to download reports
- Coordinate with other departments, such as digital, video and the warehouse team (led by the Head of Production)
- Delegate tasks and responsibilities effectively, ensuring efficient workflow and timely completion of deliverables
- Develop event budgets and closely monitor expenses to ensure adherence to allocated funds
- Communicate budget updates to clients
- Create detailed production schedules

Ideally you will have experience of the following:

- Previous experience in a similar role
- Previous project management experience
- Event Management experience
- Excellent organisational skills with the ability to prioritise tasks effectively
- Tech Savvy
- Excellent communication skills
- Ability to stay calm under pressure
- Problem solving skills and attention to detail
- The desire to provide a good service that complements our reputation
- Good communication and interpersonal skills
- Good knowledge of Microsoft programmes, especially Word, Excel, Outlook and ideally basic PowerPoint
- A willingness to learn and adapt
- Full clean UK driving licence

Desirable:

- Experience in preparing creative event pitches
- Experience of a similar role
- A strong understanding of AV equipment and technology
- AutoCad / design skills

Benefits:

- Software training
- Personal development training
- Variety of work (with opportunities to learn new skills)
- Company pension
Sick pay
- Potential health cover (TBC – after 12 months employment)
- Being a valued member of a small / friendly team with the flexible advantages that can be associated
- Branded clothing and PPE
- 20 days holiday + bank holidays
- Ability to travel (UK based predominantly) and experience a wide spectrum of venues, clients and event types

Salary:

£30,000 – £45,000*

*We are open to offers to exceed this in line with proven experience.