

**Job title:** Assistant Event Manager

As part of the Live Events Conferences team

**Salary:** Dependent on experience

**Ideal Candidate:** Entry level position - some experience of working on B2B events in a commercial environment would be desirable

We are looking to appoint an Assistant Event Manager, for an entry level position, who will join our busy event operations team at our large media company. The candidate will be expected to manage two to three events a month (on average). They will be responsible for ensuring that operations their events are run to the highest of standards.

**Responsibilities include:**

Event Management:

- On-site event management. (Ensuring the highest standards of delegate, sponsor and speaker care)
- Sponsor liaison, invoicing and guidance. (Including the design and creation of sponsorship packs and post event reports for each sponsor using InDesign)
- Speaker liaison after handover stage. (Including revenue generation via speaker marketing and the creation and design of speaker packs)
- Design of the delegate pack and any other event branding using InDesign.
- Ensuring that the operations costs are kept up to date and within budget
- Pre-event tasks (delegate and speaker information, evaluation forms, presentations).
- Attend handover, GNG (Go No Go), debrief, & pre-event meetings
- Liaison and negotiation with suppliers plus the sourcing of new suppliers where needed. Liaison with external sales teams to ensure they have all of the relevant information for the event (floor plan, what is and is not possible to sell as part of a commercial partnerships)
- Liaison with all other teams and departments where necessary.
- Post event admin and other ad hoc admin tasks. (Including but not limited to delegate thank you emails, speaker feedback collation for the conference producer, sponsorship packs, no shows and name changes, venue feedback, collection and processing of invoices)
- Support the Event Manager with ad hoc tasks on larger events

**Key skills required:**

- Verbal and written communication skills with excellent attention to detail
- Commercially minded

- Computer Literature – Microsoft Office, Gmail and Google Drive.
- Experience of using InDesign and/or Eventsforce would be desirable but not a necessity
- Are able to multi-tasking and manage their time effectively and efficiently
- Must be able to work in a highly pressurised environment and to tight deadlines

**You will be expected to demonstrate the following competencies of attitude at all times:**

- Ability to take constructive criticism and apply it positively
- Confidence and charisma
- Determination to succeed
- Disciplined and hardworking
- Excellent personal standards including time keeping and dress code on-site at events
- Maturity and versatility
- Pro-active, positive and 'can do' attitude
- Problem solving, self-motivation and initiative
- Professional at all times
- Being a team player
- Willingness to learn and take on board new ideas

Hours of work: 9.30am to 5.30pm Monday to Friday, plus additional hours outside of these times as deemed necessary.

International travel may be required so the candidate should have no travel restrictions.

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