

## **Event Manager – Maternity Cover**

### **REF BNC190**

**January – June 2019** (6 month contract)

#### **About the Role**

You will be responsible for the organisation and operational aspects of running conferences in the energy and infrastructure arena. You will be required to work with a proactive attitude and take on full responsibility for the delivery of the events, including a strict control of the event budget. You will be expected to offer solutions to any problems that occur within the business to deliver successful events.

#### **About the company**

The company is listed on the London Stock Exchange and is a member of the FTSE 250 share index. It is an international business information group covering asset management, price discovery, data and market intelligence, and banking and finance under various well-known brands. The group also runs an extensive portfolio of events for the telecoms, financial and commodities markets.

The role sits within our division which is the leading provider of news, pricing data and networking events for the financing of energy and infrastructure projects. Our products help the full spectrum of market participants understand products, pricing, opportunity and to win new business.

#### **PURPOSE**

This role has four key objectives:

- To manage the end-to-end logistics for successful events for the energy and infrastructure market globally
- To transition our conferences to meet the demands of the market by developing and implementing improvements to our events leading to a better customer experience
- To ensure that each event is run within budget that budgets are accurate, costs are negotiated with suppliers and ensure each budget is reconciled with our accounts team
- Develop good working relationships with worldwide venues and suppliers

#### **ACCOUNTABILITIES**

- Organise conferences independently and to a high standard – both in the UK and worldwide
- Be the lead person onsite at events to ensure that the event runs smoothly and the customer experience is excellent
- Good knowledge of international venues to know where each event will work in terms of space, budget and dates
- Ensure that the venue contracts have minimum exposure and are fit for purpose
- Negotiate with venues and suppliers worldwide to ensure we have the best rates and suppliers
- Ensure that budgets are met for each event, prices compared and discounts negotiated without compromising quality
- Forecast and reconcile each budget with the accounts team to ensure they are accurate
- Have innovative solutions to ensure that our events are engaging for clients and are constantly updated
- Assisting the Registrations Administrator during busy times or when they are on annual leave

#### **KEY INTERFACES**

- Report to Head of Operations, delivering successful events worldwide
- Follow the direction and policies as defined by the Head of Operations
- Liaise closely with colleagues in sponsorship sales, production, marketing and editorial to ensure goals and objectives are met
- Daily interaction with sponsors, speakers, delegates

#### **REQUIRED EXPERIENCE & SKILLS**

##### **Qualifications/ Experience**

- Good level of education – ideally to degree level or equivalent
- Ideally previous experience of working in an international events environment
- Client facing experience

##### **Skills**

- Organised multi-tasker with a keen eye for detail, accurate and meticulous
- Confidence to negotiate with and develop good business relationships with clients, sponsors, venues and contractors both in the UK and overseas
- Ability to work independently to strict deadlines and remain calm under pressure
- Quick and effective problem solving

## BNC RECRUITMENT

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Free of charge to members of The BNC



- Professional, articulate demeanor appropriate to liaising the senior/high-value clients with whom you will communicate
- Proactive approach, willingness to show initiative and accept responsibility
- Competency with basic figure work required for budgets and with multi-currency events
- Highly collaborative team work skills with demonstrated ability to work within a multi-functional team to achieve objectives
- Strong writing and communication skills
- Fluency in written and spoken English with additional languages beneficial (Spanish)
- Familiarity with SalesForce (beneficial)

This list of duties and responsibilities is not exhaustive. It is intended to describe the general content of, and requirements for the performance of this job, and as such, the role may also include the undertaking of additional tasks as required.

Some international travel and occasional weekend travel can be expected.

**Please apply including a cover letter detailing your current salary, expected salary (annual pro rata), current notice period and if you have any holidays booked during the contract period. You should be able to attend interviews in London.**

The company is based in London, New York, Hong Kong.

***Please submit Covering Letters and CVs to Melissa Paulden at The BNC - QUOTING REFERENCE  
BNC190 - who will then forward all appropriate candidates to the hiring company:  
[melissapaulden@thebnc.co.uk](mailto:melissapaulden@thebnc.co.uk)***