

# SENIOR EVENT PROJECT MANAGER - BROOME.

An exciting opportunity has come up in our Broome office in the West Midlands for an experienced Senior Event Project Manager. Working across a range of clients in different sectors, this is a great opportunity to work on some creative projects. We are looking for someone with strong operational event experience and who is comfortable dealing with large scale events and budgets. You will be used to working in an event agency environment juggling a variety of projects and clients at any one time.

## Key Responsibilities:

- **Project Management** – full responsibility for managing the delivery of a portfolio of client projects including large scale and high budget live events, reward and recognition activations, film projects, campaigns and digital projects. Taking on or overseeing others in briefing internal departments, supplier liaison, content development, technical, logistics and delegate management and ensuring all paperwork completed to ISO9001 standards.
- **Content Development** – Inspiring creativity and emotional engagement. Organising and facilitating creative meetings, enabling and overseeing creative content solutions for film and events and supporting material for projects. Working with the Client Services Director to understand the client strategy and to advise and steer content.
- **Financial Management** – Full control of all live project budgets and preparation of quotes, working to agreed margin targets with the Client Services Director. Timely reporting and reconciliation. Managing payment terms and invoicing to ensure all jobs are cash positive. Ensure Client Services Director is informed of all projects through their client stream. Ensuring projects are costed within costing template and WIP report is updated weekly.
- **ROI** – Following client buy-in with the Client Services Director, responsibility for delivering and implementation ROI using Top Banana framework to determine the effectiveness of events through setting and measuring clear objectives. Keeping objectives alive through all elements of the project including pre and post communication. Producing post event ROI report.
- **Client Management** – Heading up day to day client relationships. Leading and facilitating project related meetings. Creating touchpoints with more senior contacts, understanding client strategy to enable higher level conversations and communicating to the Client Services Director any client opportunities.
- **Health & Safety** – to oversee and be responsible for adequate H&S cover with all H&S paperwork being completed on time and in line with current legislation.
- **Line Management** - Line Management of Account Executive and/or Project Manager. Supporting direct reports to perform at their best and enabling training and development in line with the Top Banana framework. Regular communication including probationary period meetings, quarterly appraisals and other performance related meetings as and when necessary. Active involvement in the recruitment process of Account Executives and Project Managers.

- **New Business** – Working with Client Services Director to put together high profile/budget pitches ensuring they meet the client requirements and are in line with our brand. Being on pitch team as and when necessary.
- **Company Culture** – Demonstrate the Top Banana values and live and breathe the brand behaviours. Encouraging others to get involved and feel part of the team to help maintain and uphold the Top Banana culture. Take an active part in team meetings and activities. Having a voice and sharing ideas.

#### **Skills:**

- Outstanding interpersonal skills – excellent presenter and confident at communicating at a senior level.
- Good at building relationships
- Organisational skills and attention to detail
- Good stress management
- Autonomous – taking ownership and responsibility
- Leadership – leads by example, establishes trust and respect
- Flexible – ability to adapt in the moment
- Creative and dynamic – think outside the box, challenge the norm
- Ability to work in a team
- Ability to see projects through
- Computer literate

#### **Requirements:**

- At least 4-5 years event production experience preferable, ideally in an agency environment
- UK travel – you should be comfortable with significant amounts of travel at times. There may be international travel as well
- Must have a full UK driving licence and own car
- Large budget event experience – including international preferable
- Experienced in using ROI methodology – preferable
- Line management experience - preferable
- Experience of content development and how to bring alive messaging in a conference environment
- Experience of working with internal communications teams preferable
- Experience of video production preferable