

Event Project Manager

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Phone :

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360insights
how it all makes sense.

Job Summary

Vacancy :

Deadline : Jul 12, 2024

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Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Starting base salary £25,000 – £30,000*

Plus Bonus, Equity & Benefits

* Pay Transparency

Our salary ranges are determined by role, level, and location. The range displayed on our job posting reflects the minimum and typical maximum target for new hire salaries for the position, it does not reflect the maximum salary for the role over time. Within the range, individual pay is determined by job-related skills and experience demonstrated during the interview process.

What you will be doing:

The Event Project Manager covers a variety of events of different complexities and sizes ranging such as corporate conferences, exhibitions, and other events such as hospitality. The role will focus on one significant client event and will be responsible for the management of exhibitors and exhibition stand build, sponsorship and an exhibitor networking event. No sales of exhibitions or sponsorship packages required in this role. Responsibilities for conference & exhibition management include:

- Liaise with clients to ascertain precise requirements
- Internal brainstorming and concept facilitation
- Create, implement and manage event programmes
- Prepare event costings and proposals for events and incentive programmes
- Full financial management and reconciliation throughout the programme
- Source appropriate best price / service suppliers
- Co-ordinate suppliers both prior to the event and onsite
- Raise internal supplier purchase orders
- Ensure effective internal and external communications during planning and live stages
- Prepare delegate joining instructions, packs and correspondence
- Issue Risk Assessments and monitor Health & Safety aspects of all events
- Manage the creation and print of supporting marketing collateral
- Co-ordinate a variety of simultaneous projects and facilitating client involvement

What you'll bring:

- Confident in designing, facilitating and delivering multiple large budget event programmes with complex deliverables and design.
- Excellent people skills - personable and professional to work closely with the rest of the team (team player) and clients
- Problem solver
- Ability to form strong client relationships
- Hands-on, proactive, and customer focused
- Adaptability and empathy
- Self-motivated and directed, with keen attention to detail
- Highly organised and process driven
- Excellent time management
- Works calmly in pressurized situations
- Event industry experience with a strong event management background
- Ability to project manage an incentive or event from inception to completion.
- Experience of venue and supplier management.
- Confident presentation/communication skills.
- Proficient in MS Office 365 with strong Excel and PowerPoint skills.

Why 360?

Here at 360insights you will be a part of a fast-paced global technology company that is innovating and leading in the channel incentives and insights industry. You will be helping us to deliver great solutions for some of the world's most recognizable brands all within an inspiring and inclusive culture that has certified us as a Great Place to Work® in Canada, the USA and the UK.

At 360insights, we take pride in being a people-first organization, dedicated to fostering a vibrant values-based and inclusive culture. Our commitment to this ethos is reflected in our day-to-day operations and interactions with both team members and clients. Embracing a people-focused approach entails the following principles:

Diversity and Inclusion: We wholeheartedly welcome individuals from all walks of life to join our team. 360insights is committed to providing equal employment opportunities to people of every race, religion or belief and ethnic origin, regardless of age, disability, sexual orientation, or gender identity. You can find out more about our DEIB Vision on our website. We encourage applications from individuals with disabilities, and accommodations are available upon request for candidates participating in all stages of the selection process.

Experiences that create growth. Growth that creates experiences: At 360insights, every facet of our business presents opportunities for personal and professional development, allowing you to explore diverse disciplines and rewarding work experiences. Our commitment to growth is supported by robust Learning and Development (L&D) initiatives and mentorship programs, ensuring that you have the tools and support needed to thrive and grow as an Insider.

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
